



www.sufra-nwlondon.org.uk

Registered Charity No. 1151911

Kickstart Scheme Paid Placement: Refugee Resettlement Assistant

As a partner of the government's Kickstart scheme, we are offering 7 six-month paid job placements within the Organisation. If you're between 16 to 24 years old and in receipt of benefits, this could be just what you need to start your career in the charity sector.

Salary	London Living Wage
Hours:	25 hours p/w across 4-5 days Flexible working available
Contract:	6 months
Annual Leave:	4 weeks pro rata + statutory holidays
Responsible to:	Refugee Resettlement Officer
Location:	Stonebridge, London Borough of Brent

About Sufra NW London

Sufra NW London is a Community Hub that provides a lifeline to people in crisis – including families living in extreme poverty and people who are vulnerable, homeless or socially isolated. We provide them with the food and support they need to survive, empower them to learn new skills and improve their wellbeing, and help them to find work and become financially stable.

Our core work focuses on providing emergency food aid through our Food Bank and Community Kitchen, but these are gateway services that enable our service users (we call them guests) to access a wider range of services and activities designed to address the root causes of poverty and homelessness. Our services include:

- **Food Bank:** Last year, we provided emergency food aid to around 3,000 people who cannot afford the basic cost of living. Access is strictly by referral from one of our 60 registered local referral agencies and access is typically limited to four food parcels a year.
- **Community Kitchen:** We serve a freshly cooked three-course vegetarian meal every Friday evening. Referrals are not required; the service is open to the community. Last year we served over 2,000 meals, mainly to people who are homeless, socially isolated, food bank users or those in debt or claiming benefits.
- **Welfare Advice Service:** Our Advice Worker helps people address the underlying problems that led them to our Food Bank – such as benefit disruptions, housing problems and other financial difficulties. The support we provide is ongoing and tailored to the needs of the individual – no matter how long it takes.
- **Food Academy:** An AQA accredited 6-week cookery course that teaches young people about nutrition and healthy eating as well as food preparation and kitchen skills. The course is designed to increase community cohesion, reduce social isolation and improve the health and wellbeing of the families we support.
- **Refugee Support:** Our Refugee Resettlement Programme helps newly arrived refugees and asylum seekers access the housing, healthcare, training and jobs they need to build a new life in the community. We offer cultural trips, access to ESOL classes, support groups, orientation classes and events to improve integration and independence.
- **Employment Training:** We regularly run programmes designed to empower the long-term unemployed to find work by gaining professional skills and experience. Our accredited courses also help with CV writing, work experience and finding work.
- **St. Raphael's Edible Garden:** We've worked with local residents to turn an abandoned space on the estate into a Community Garden, where we offer horticulture courses and volunteering opportunities for local residents and people with additional mental/physical health needs. The space includes a teaching tipi, a wildlife pond, a chicken coop (with 20 egg-laying hens), an orchard and an abundance of raised beds for growing vegetables and fruit.

Each of these services is designed to lead vulnerable people on a personal journey from crisis to economic stability, social inclusion and active participation in the community. We rely heavily on our dedicated volunteers to ensure that we can deliver our services, and we work closely with faith groups, schools and voluntary sector organisations who provide a wide range of additional support.

Role Description

We are recruiting a Refugee Resettlement Assistant to support the significant expansion of our Refugee Program. This is a unique and exciting opportunity for a young person interested in gaining first-hand experience working on the frontline of a fast-paced, guest facing charity.

The successful candidate will assist the Refugee Resettlement Officer with the effective and efficient operation of our Refugee Programme, which offers comprehensive advice and support to refugees and asylum seekers from various backgrounds. You will gain insight and experience in delivering advice and welfare support such as helping to find suitable housing, access to welfare benefits, immigration support and ESOL classes. You may also be required to assist with the delivery of workshops and events. Responsibilities will include speaking to guests and listening to their problems to gather facts so that we can work out how best to advise them; assessing options and identifying the best course of action; explaining the choices available to the guest; provide practical help such as writing letters, making phone calls and filling out forms; and updating guest records. This is an exciting and dynamic role for a young person passionate about improving the life and experiences of migrants in the UK. Ideally, you will be bilingual (Arabic, French, Italian, Spanish preferred) but this is not a requirement.

This is an immensely rewarding role working in a dynamic charity built on an ethos of sharing, hospitality and inclusivity. We are looking for an exceptionally committed individual who is willing to go the extra mile and has flexibility to work during evenings and weekends when necessary. Through your activities, you will be able to convey the charity's passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

This role is mainly home based with the option to work from the office when and if possible.

To apply for this role, please **talk to your DWP work coach to find out more about the role and how to apply.**

You will be required to provide the following documents:

1. A CV and a short Covering Letter that is no more than 2 pages long.
2. A completed Equal Opportunities Form, which can [be downloaded here](#).

DEADLINE FOR APPLICATIONS: Friday 4th June

Person Specification

Competency	Specification	Essential	Desirable	
Education	Degree in any discipline	✓		
	Qualification in Welfare Advice		✓	
Experience	Working under pressure, independently, and adhere to deadlines;	✓		
	General administration	✓		
	Safeguarding policies and practices		✓	
	Excellent written and oral communication skills	✓		
	Ability to work with others professionally	✓		
	IT Skills (Microsoft Office)	✓		
	Skills & Abilities	Honest and trustworthy	✓	
		Positive, friendly and hard-working	✓	
Willingness to engage in further training		✓		
Arabic, French, Italian speaking			✓	
Attitude	Commitment to the values of Sufra NW London	✓		