



## **Assistant Director Job Description**

### **JRS Mission Statement**

The Jesuit Refugee Service (JRS) is an international Catholic non-governmental organisation, at work in over 50 countries, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people.

The purpose of JRS UK is to accompany, to serve and to advocate on behalf of all asylum seekers from their first arrival until they are satisfactorily settled. This work is carried out in collaboration with other JRS offices round the world, other Church and secular organisations, voluntary and governmental, which are active in the same field.

### **JRS Values**

JRS is grounded in Catholic social teaching and draws on the principles of Ignatian spirituality in discerning with whom we work. All members of staff and volunteers share a common set of values and principles concerned with justice, the dignity of the person and a responsibility to carry out the social mission of the Church.

**Job Title**                      Assistant Director

**About JRS**                      See accompanying literature

The Assistant Director is responsible to the JRS UK Director. In her absence the Assistant Director is responsible to the JRS UK Management Committee. The Assistant Director is expected to carry out his/her ministry to refugees in accordance with the values of JRS. These values are founded in the spirit and charism of the Jesuits. If the successful candidate is not familiar with this spirit and charism, there will be opportunity to develop understanding of it through occasional workshops, through days of retreat, etc. Specific skills development training will be provided as required.

### **Responsibilities**

- (a) Deputising for the JRS UK Director as necessary when she is out of the office.
- (b) Service and accompaniment of refugees.  
The Assistant Director is expected to engage in outreach work with asylum seekers and with refugees, for example, but not limited to: managing the JRS UK day centres and conducting assessment interviews and carrying out support work for the destitute asylum seekers who use JRS UK services;

referring asylum seekers as appropriate to specialist advice agencies. Some limited casework may be required, for which relevant training will be made available.

(c) Volunteer development and coordination.

The Assistant Director is expected to manage the volunteers who give of their time and skills at the day centres and in the office; to engage in outreach activities with parishes, religious communities, other groups in order to maintain and further develop a volunteer base for the work of JRS UK); and to ensure that necessary support and training is given to the volunteers.

(d) Public Education and Awareness Raising.

The Assistant Director will, along with the JRS UK Director, promote public awareness concerning the problem of forced migration as it relates to the UK, including but not limited to giving talks and workshops in churches, schools, J&P groups, etc and otherwise representing JRS UK in public meetings. In addition, the Assistant Director may be expected to engage in other advocacy work such as writing reports or articles, responding to proposed legislative changes, or taking part in campaigns or lobbying activities



## **Assistant Director Person Specification**

An able, committed and enthusiastic person with:

### **Essential**

- EU citizenship or permission to work in the UK (*Please note that JRS is not in a position to assist in the obtaining of a work visa*)
- sympathy with JRS's vision, mission and values and a commitment to the principles of justice and access to human rights
- knowledge of the faith-based sector in the UK
- experience of working with marginalised groups and working cross-culturally
- an ability to relate to people of diverse language, cultures and religions
- experience of managing volunteers ideally in the voluntary sector
- strong organisational and planning skills
- good interpersonal skills and able to work well as part of a team
- excellent written and verbal communication skills (English).
- IT literate (basic word packages and desk top publishing packages)
- willingness to work occasional weekends and evenings (with time off in lieu)

### **Desirable**

- previous work experience (paid or voluntary) in a faith organisation
- knowledge of other cultures and/or languages
- good spoken French
- an ability to gather, process and disseminate information
- knowledge of church social teaching regarding refugee issues
- familiarity with refugee issues in the UK

## **Terms and Conditions**

<b>Duration</b>	Initially a three year contract (reviewed after a six month probationary period)
<b>Training</b>	There will be opportunity for occasional training through the JRS summer school programme, through collaboration with the Refugee Studies Centre at the University of Oxford, through seminar and workshop programmes in JRS Europe, etc. Specific skills development training will be provided as required.
<b>Salary</b>	Grade P (£30,059)
<b>Pension</b>	Additional 10% of salary is paid to a nominated Stakeholder Pension Scheme.
<b>Expenses</b>	Reasonable out of pocket expenses incurred in the pursuit of JRS UK business will be remunerated.
<b>Hours of Work</b>	Total of 35 hours per week. Flexi time operates for 8 hours a day (including one hour for lunch). Core office hours are from 10.00 a.m. - 4.00 p.m., Monday to Friday, with time off in lieu for extra hours worked when required.
<b>Location</b>	The JRS UK Office, currently at 6 Melior Street, London SE1 3QP
<b>Annual Leave</b>	28 Working Days per annum, all statutory holidays, no less than 5 further days at Christmas and Easter, compassionate leave, maternity leave, etc, as circumstances require.
<b>Termination</b>	The contract may be terminated by mutual agreement prior to completion, subject to two months' notice.
<b>Travel</b>	Public Transport when possible. Interest free travel card loan available.
<b>Commencement</b>	As soon as possible