



Jesuit Refugee Service

Volunteer Job Description:

BEFRIENDING REFUGEES

Number of people requested: 3

This may include one or several of the following:

- Visits to refugees and asylum seekers in detention and prison
- Visits to refugees in hostels or in otherwise hosted in the community
- To welcome refugees in the JRS UK office (serve coffee, tea, chat, get to know the person, his interests, living conditions, etc.)
- Fill in Visitors book and JRS' statistics forms (see sample enclosed).
- Write letters to refugees in detention, in hostels or in the community.
- Help in finding out about local area services, schools, colleges and health services for refugees.
- Helping refugees cope with aspects of every day life in a country that is new to them.
- Contacting specialised services and community groups if requested by the refugee.
- Attending doctor and hospital appointments if appropriate
- Possibility of liaising with solicitor if the refugee agrees (confidentiality issues to be discussed)

- Providing general administrative support in the office and for JRS UK events.
- Answer the phone and reception duties (intercom).

Person specification

Essential:

- Sympathy with the aims and objectives of JRS UK as expressed in the mission statement and values statement.
- An ability to relate to people of diverse language, cultures, and religions.
- Good interpersonal skills.
- Minimum 6 months commitment, 1 day a week.

Desirable:

- Knowledge of other cultures and/or languages
- Previous similar work with marginalized communities or individuals