

Further Education Project Coordinator

Job applicant
pack

February 2022

Thank you for considering a role at REUK

“At Refugee Education UK (REUK), we’re all about equipping young refugees to build positive futures by thriving in education.

“As we look for new team members, exam grades and job titles are not the full picture - the context in which achievements were gained also matters. We actively seek to recruit with the right mix of talent, skills and potential, considering the impact of the context in which a candidate has worked or studied. **We are an equal opportunities employer, and are particularly keen to receive applications from a wide range of candidates, including those with lived experience of forced migration and from other backgrounds that are currently underrepresented at REUK.**

“Please read on to find out more about the Further Education Project Coordinator role and do [get in touch](#) if you’d like to chat things over before applying.

“Thank you for your interest in joining our team.”

Catherine Gladwell, CEO

Key details

Job title	Further Education (FE) Project Coordinator
Reports to	Head of Educational Progression
Staff responsibility	None
Hours	Full time (5 days per week)
Salary	Band D - £26-29k pro rata, subject to experience
Contract	3 years
Location	West Midlands (with an office based in Birmingham)
Closing date	9am on Wednesday 9th March 2022
How to apply	See page 23 for details

Letter from George Kalibala

“Thank you for your interest in the role of Further Education (FE) Project Coordinator at Refugee Education UK (REUK).

“This is a job where you can help build more hopeful futures for children and young people whose lives have been devastated by war or persecution.



”No child chooses to be a refugee. Every child deserves the chance to build a future. At REUK, we believe that when we invest in the education of young refugees, it sends, in the midst of great difficulty, a clear message that there is a future, and that it’s a future worth preparing for. Over the last ten years, we have built a reputation for delivering outstanding programmes and world class research, whilst valuing each and every individual young person we work with. Now, we want to build on this foundation to ensure that all refugee children and youth in the UK are able to access education, thrive in education, and use their education to make a significant difference.

I joined the REUK team in December 2020 as our first ever Further Education Project Coordinator in London. I’m really excited that we’re now able to extend to the West Midlands and employ another member of our team there.

“We are looking for a motivated and enthusiastic individual to help embed and expand our further education (FE) project. In this role, you’ll provide direct FE advice, guidance and support to a caseload of young refugees and asylum seekers who are struggling to access the education to which they are entitled. You’ll give expert advice and guidance to other professionals, run workshops for young people on the UK education system and co-lead training for practitioners on this topic.

“To do this role, you need to be a team-player, quick learner and good communicator. If this sounds like you and you’re excited by this role, we hope you’ll consider joining us.”

A handwritten signature in black ink that reads "George". The script is cursive and fluid.

George Kalibala, Further Education Project Coordinator (London)

An introduction to REUK

An overview of
REUK's work,
values and ethos

About REUK

At [Refugee Education UK](#) (formerly Refugee Support Network/RSN) we are working towards a world where all refugee and asylum-seeking children and young people can access education, thrive in education, and use that education to create a hopeful, brighter future.



Our work is structured around three key goals:

Facilitating access: All refugee and asylum-seeking children and young people are able to access an appropriate level of education from primary through to tertiary education

Improving outcomes: All refugee and asylum-seeking children and young people thrive in education, reaching their academic potential and experiencing high levels of psychosocial wellbeing

Ensuring impact: All refugee and asylum-seeking young people, and the communities they are part of (both countries of origin and host countries) benefit from the investment in education



Currently, over 550 young people each year benefit from our direct work - providing timely and accurate advice, support and advocacy about access to all levels of education; matching young people with volunteer educational mentors to help them reach their academic goals; providing holistic casework and wellbeing support to those who are struggling; and training young leaders to be the change they want to see in the world. Our capacity building work with schools, colleges, universities, local authorities and voluntary sector organisations helps to embed change and amplify good practice, and our research examines refugee education globally, contributing to the evidence base on what does, and doesn't, work.



2022 is an exciting year for us as we launch our new strategy, move into our new home (a derelict but beautiful former bank that we have purchased and are refurbishing to turn into a refugee education centre and social impact hub), continue our work to become a more actively anti-racist organisation, and roll out our new name that better reflects our education-focused vision and mission.

Our ethos and values

REUK began as a small, volunteer led-project, established by a local church in Harlesden, London. Today, we are a national charity, but our founding values still infuse everything we do.

As an organisation, we believe that one of the practical outworkings of the Christian faith is to provide care, support and welcome to the displaced. Our Christian theology shapes our view of the individual as a holistic being, with both physical and spiritual needs. We work with and support young asylum seekers, refugees and survivors of trafficking whatever their faith, religion or beliefs.



We are a community of young people, volunteers and staff members, learning from each other and journeying together as we pursue quality education for all. We respect faith, culture, and the role of these in our own lives and in the lives of the young people we work with.

We have a deeply held belief in hope – in good times and in bad, and invest in education as a practical demonstration of our belief in the potential for hopeful futures.

Our work is underpinned by [our values](#): valuing the individual, a foundation of hope and changing the landscape.

About the Further Education Project Coordinator role

Role overview,
outcomes and
person
specification

Role overview and outcomes

Our work and [research](#) demonstrate the many challenges that young asylum seekers and refugees face in educational progression. At FE level, these include the numerous barriers caused by the intersection of their immigration status and age.

This new project coordinator based in the West Midlands will enable REUK to

1. Embed and expand FE advice, guidance, training and support to local authorities, education providers and NGOs in the West Midlands;
2. Respond to the increased need for individualised FE advice, guidance and support for young asylum seekers and refugees seeking to progress in their education in the West Midlands.

This post holder will be one of the go-to people for all further education queries within REUK and will become the West Midlands specialist in this area.

Outcome 1:

Young asylum seekers and refugees, and the professionals supporting them, receive prompt, accurate and targeted advice in response to queries about FE.

To this end, key activities include

- Answering any FE queries on REUK's advice line (WhatsApp and email) promptly, courteously and accurately and maintaining up-to-date records.
 - Ensuring that the [FE FAQs](#) on REUKs website are regularly monitored and kept up-to-date.
 - Providing one-off 1:1 educational pathway planning sessions to other practitioners both within REUK and externally.
- Working with the London-based FE Project Coordinator to establish effective monitoring and evaluation of the advice line queries to allow us to discern both the effectiveness of our services and monitor any trends.



Outcome 2:

At least 50 young asylum seekers and refugees in particularly complex or isolated situations make educational progress each year through casework/support sessions.

To this end, key activities include

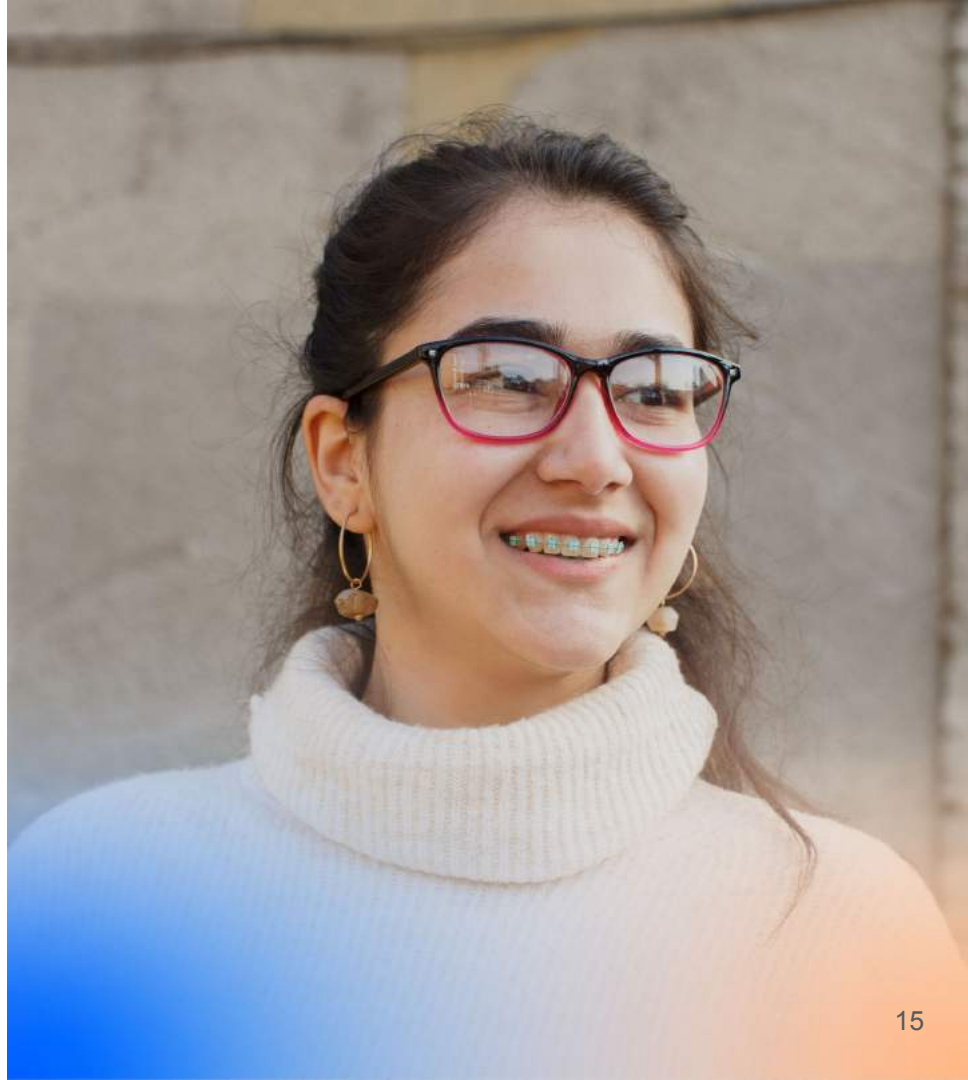
- Developing clear educational action plans with young people; identifying key barriers to educational progression and plans to overcome these.
- Meeting with (either online or in person) young people as needed to outwork their educational action plans.
- Providing clear, correct and up-to-date information and advice to young people about education opportunities and entitlements and relevant resources.
- Confidently advocating for young people with FE college staff and other professionals, ensuring young people are able to access their educational entitlements.
- Building and maintaining relationships with the other key professionals and agencies who are working with the young person to ensure joined-up support.
- Referring young people to appropriate support services for issues that fall outside the scope of this role.

Outcome 3:

At least 70 young refugees and asylum seekers each year benefit from your delivery of high quality (online and in person) workshops.

To this end, key activities include

- Co-delivering a series of online workshops aimed at young people covering an overview of educational pathways within FE, the most commonly asked queries about accessing and progressing in FE and pathways to HE from FE.
- Gathering and analysing feedback from the workshops to continually refine and improve our service.



Outcome 4:

REUK delivers high quality training, for both internal and external audiences, on the educational rights and entitlements of refugee and asylum-seeking students in FE.

We have developed a training package on the rights and entitlements of refugee and asylum-seeking young people within the FE system, educational pathways through FE and the intersection between them. **Key activities include**

- Co-delivering this training package to at least 100 local authority staff, FE college staff and other professionals within the West Midlands area and nationally.
- Delivering training in accessing and progressing in FE for REUK staff and volunteers.



- Ensuring that any changes in policy or funding guidance is highlighted at the earliest opportunity and incorporated in our training material.
- Gathering and analysing feedback received from external training to continually refine and improve our offering.
- Building strong networks with key practitioners in the FE and refugee sectors.

Outcome 5:

REUK builds and maintains strong partnerships with local authorities, FE colleges and other key stakeholders in the West Midlands.

In order for this role to be effective we will need to build and maintain strong and mutually-respectful relationships with key stakeholders including social workers, personal advisors, virtual school staff and FE college staff.

To this end (along with the two other West Midlands-based team members), key activities include

- Identifying and getting to know key project stakeholders through meetings and phone calls.
- Participating in relevant interagency meetings and networking opportunities.
- Communicating REUK's mission and work clearly and effectively to other organisations.
- Representing REUK's ethos and values in all interactions with others.

Person specification

In order to achieve this role's mission and deliver the above outcomes, candidates must demonstrate the following competencies (evidenced by the listed behaviours):

Competency 1: Experience of working with young people

- Displays a track record of working with young people from a variety of backgrounds, evidencing ability to sensitively explore and understand a young person's needs and provide appropriate support, helping them to build resilience.
- Deals promptly and calmly with safeguarding concerns as they arise and follows safeguarding processes accurately.
- Respects and is inspired by the uniqueness of individual young people and shows commitment to their perspectives being heard and their potential being realised.

Competency 2: Developing and delivering training and workshops

- Has experience of developing and delivering both youth-centred workshops and training for professionals.
- Has experience of developing training materials for learners with English as a second language (*desirable*).
- Delivers training to young people and frontline professionals in a clear, engaging and informed manner.

Competency 3: FE/refugee sector knowledge and experience

(NB, while prior knowledge is desirable, for the right applicant we would prioritise a proven track record of quick learning and the accurate retention of detailed information.)

- Demonstrates a particularly strong knowledge of the further education sector, including enrolment and progression through FE.
- Understands the particular challenges and opportunities facing refugee and asylum-seeking students in the FE sector, including access to funding and limited educational opportunities. Has experience in outworking strategies to overcome these.
- Demonstrates a strong understanding of the refugee/education/youth sectors in which REUK operates, and proactively seeks to develop and maintain technical knowledge in these areas.

Competency 4: Communication and team working

- **Communication:** Communicates clearly, appropriately, promptly and warmly - both verbally and in writing - to a range of audiences from those with limited English to senior staff within partner organisations.
- **Team working:** Understands, values and speaks affirmingly of the work of others, being helpful, kind and sensitive to their needs.
- **Self awareness:** Works well independently, is able to ask appropriate questions to elicit information to make informed decisions, is confident to make such decisions on their own whilst recognising when it is appropriate to discuss with their line manager or the wider team



- **IT:** Sufficient IT knowledge to work effectively on the REUK team, eg is able to use, or quickly pick up, Google Drive, Whatsapp, Google Hangouts.
- **Partnership development:** Is able to build strong working relationships with other organisations and project stakeholders.

Working style, skills and ethos

We value the way in which a person works just as much as the actual work they do. To this end, we are seeking candidates who can evidence the following attributes:

- **Attention to detail:** Thoroughly accomplishes a task by showing attention for all the areas involved, no matter how small.
- **Motivation:** Maintains stable performance when under heavy pressure and/or juggling multiple work streams, demonstrating strong willingness and internal motivation to work hard and get the job done.
- **Self care:** Has developed and practices effective self care to avoid burnout, including the ability to maintain appropriate boundaries in order to keep workload at a sustainable level.
- **Character:** Has integrity, earns trust and maintains confidences, and speaks plainly and truthfully.



- **Mission-led:** Is engaged by REUK's vision of enabling young refugees to build more hopeful futures through education.
- **Ethos and values:** Is motivated by personal core beliefs (whether Christian or not) and values being part of an organisation which is founded on, and seeking to outwork, the Christian faith.

Terms, conditions and how to apply

The role is **full time** (5 days per week) and is part of REUK's West Midlands team based out of our Birmingham office. The role will involve travel around the West Midlands. There is also the flexibility to work from home although the post holder will be expected to come into the office at least two days a week. The post holder will also be required to travel to REUK headquarters in London at least once a month.

The salary is **Band D - £26-29k pro rata** (starting salary depending on the competencies and experience of the successful candidate) and the package also includes **25 days' leave (pro rata) and a pension.**

As the role involves regular contact with children and vulnerable young people and their data, the successful candidate will have to undertake a **DBS check** and all those invited to interview will be required to complete a self disclosure.



Application process

Apply by completing [this application form](#)* by 9am on Wednesday 9th March 2022.

Interviews will take place during the week beginning 21st March and references will be taken up prior to appointment.

Applicants may be required to complete a task prior to interview.

Please note that you **must** have a visa that allows you to work in the UK for the duration of this contract.

*Please note that the application form questions can be found below.

Contextual recruitment and reasonable adjustments

Exam grades and job titles are not the full picture - the context in which achievements were gained also matters. At REUK, we actively seek to recruit with the right mix of talent, skills and potential, considering the impact of the context in which a candidate has worked or studied. **We are an equal opportunities employer, and welcome applications from a wide range of candidates, including those with lived experience of forced migration and from other backgrounds that are currently underrepresented on our team.**

Additionally, if you feel you would require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or any other reason, please give details in your cover letter or get in touch with Katie Barringer (jobs@reuk.org) to discuss further. Please also contact Katie if you would like to discuss your suitability for the role before applying.



Further Education Project Coordinator (West Midlands): application form

Thanks for your wanting to be our Further Education Project Coordinator and for the time you'll take to complete this form.

Full details of this role, including the job description and person specification, can be found in the 'Job Applicant Pack' on CharityJob (<https://www.charityjob.co.uk/jobs/view/809789?tsId=8>). Please read the applicant pack before applying.

You're not able to save your answers as you go so we would encourage you to review the questions in advance and prepare your answers. The interview application form questions can be found as an appendix to the Job Applicant Pack or can be emailed to you as a PDF (please contact jobs@reuk.org to request them).

Please note that all narrative responses have a 1500 character limit.

To be considered for this role, you must submit your completed application form by 9am on Wednesday 9th March 2022.

If you have any technical issues completing this form, please contact jobs@reuk.org

* Required

1. Email *

A little note on data protection

By completing this form, you are giving REUK your personal data. We will use this data to consider you for this post and will retain your information for 3 years. Please refer to our Privacy Policy (on our website) for more information about how we keep your personal information safe.

Initial check list

If you're unable to answer yes to all these questions, we're afraid this role isn't for you. PLEASE NOTE THAT WE ARE NOT ABLE TO CONSIDER YOUR APPLICATION IF YOU ARE UNABLE TO MEET THESE CONDITIONS. Sign up to our newsletter to hear about future opportunities (<https://www.reuk.org/keepupdated>).

2. I confirm that I have an immigration status which enables me to work in the UK for the duration of this contract. *

Check all that apply.

Yes

No

3. I understand that this role requires me to undertake an enhanced DBS check and that I will also be willing to provide references if I am successful in the shortlisting stage. *

Check all that apply.

Yes

No

Your details

Please use this space to give us the basic details we need to be in touch with you about your application.

4. Title *

5. First name(s) *

6. Preferred name (if different from above)

7. Surname(s) *

8. Preferred pronouns *

Check all that apply.

She / her

He / him

They / them

Other: _____

9. Phone number *

10. Email address *

About you

Please use this section to tell us why you think you're a good fit for this job.

You can use a maximum of 1500 characters for each answer.

11. What attracts you to working at REUK and how do you fit with our ethos and values? *

12. Why are you interested this specific role? *

13. Tell us about a time you have successfully worked on multiple work streams whilst ensuring that all work is performed to a high standard. *

14. Please tell us about your experience working with young people. *

15. Please tell us about your experience of developing and delivering training and workshops. *

16. We value staff wellbeing and look for team members who are able to demonstrate self care. Describe what this looks like for you. *

Your work background

Please use this section to tell us about your previous work and/or volunteering experience.

17. Tell us how REUK and this job fits into your work journey (what you've done in the past and what you'd like to do in the future). *

1. Your current role

If you are not currently working, please write N/A and complete subsequent sections instead.

We understand that applicants for this role will be at different stages of their careers and may have undertaken paid and/or voluntary work. Please feel free to use this section to tell us about both.

18. Job title *

19. Organisation/company *

20. What type of role is this? *

Mark only one oval.

Paid employment

Self-employed/freelance

Volunteer placement

Internship/traineeship

Other: _____

21. When did you start this job? (Month AND year) *

22. What are your key responsibilities and achievements? *

2. Your most recent role

Please tell us about the role you did most recently before your current role.

We understand that applicants for this role will be at different stages of their careers and may have undertaken paid and/or voluntary work. Please feel free to use this section to tell us about both.

23. Job title *

24. Organisation/company *

25. What type of role was this? *

Mark only one oval.

- Paid employment
- Self-employed/freelance
- Volunteer placement
- Internship/traineeship
- Other: _____

26. When did you start and end this job? (Month AND year) *

27. What were your key responsibilities? *

3. Your previous role

Please tell us about any previous roles.

28. Job title *

29. Organisation/company *

30. What type of role was this? *

Mark only one oval.

Paid employment

Self-employed/freelance

Volunteer placement

Internship/traineeship

Other: _____

31. When did you start and end this job? (Month AND year) *

32. What were your key responsibilities? *

4. Earlier role

If applicable, please tell us about the role you held before the others listed above.

33. Job title

34. Organisation/company

35. What type of role was this?

Mark only one oval.

- Paid employment
- Self-employed/freelance
- Volunteer placement
- Internship/traineeship
- Other: _____

36. When did you start and end this job? (Month AND year)

37. What were your key responsibilities?

5. Earlier role

If applicable, please tell us about the role you held before the three listed above.

38. Job title

39. Organisation/company

40. What type of role was this?

Mark only one oval.

Paid employment

Self-employed/freelance

Volunteer placement

Internship/traineeship

Other: _____

41. When did you start and end this job? (Month AND year)

42. What were your key responsibilities?

Employment and volunteering: additional information

43. Please use this space to explain any gaps in your previous employment *

For example, if there is a break between jobs, please explain this. This is required as part of our safer recruitment processes. If this does not apply to you, please say so.

44. Any additional jobs

Please use this space to note any previous or additional roles you have held in a paid or voluntary capacity.

45. Anything else you'd like to tell us?

If there's anything else you'd like to share about your employment history at this stage, please feel free to do that here.

Education and academic qualifications

It's helpful for us to know your educational background. Please note that you do NOT have to have obtained a university degree to apply for this job.

1. Your most recent education experience

46. What did you study? *

47. Where did you study? (name of institution) *

48. When did you study there? *

49. What qualifications did you obtain? *

2. Your previous education experience

If applicable, please tell us about the education you completed before this.

50. What did you study?

51. Where did you study? (name of institution)

52. When did you study there?

53. What qualifications did you obtain?

54. Anything else you'd like to tell us?

As an organisation working with young asylum seekers and refugees, we know that there can be many obstacles to education journeys. If there's anything else you'd like to share about your education background at this stage - such as challenges you've had to overcome or barriers you've faced - please feel free to do that here. Please also use this space to tell us about any other education, training or professional qualifications you'd like to include which aren't included above.

Contextual recruitment

Exam grades and job titles are not the full picture - the context in which achievements were gained also matters. At REUK, we actively seek to recruit with the right mix of talent, skills and potential, considering the impact of the context in which a candidate has worked or studied.

We are an equal opportunities employer, and welcome applications from a wide range of candidates, including those with lived experience of forced migration and from other backgrounds that are currently underrepresented on our team.

55. Please tell us about any of your previous experience (not already covered in this form) that is relevant to the role and context.

A few final details

Please note that nothing disclosed here will negatively impact your application. Your feedback about the process will help us improve it in the future.

56. If you were offered this job, when would you be able to start? *

57. If you feel you would require reasonable adjustments in order to carry out the role or attend an interview at REUK due to a disability, caring responsibilities or another reason, please give details.

58. Where did you hear about this job? *

Please be as specific as possible - this helps us know where and how to advertise roles in the future.

59. Any feedback for us?

We want to make it as straightforward as possible for the right people to connect with roles at REUK. If you have any feedback for us - ie how we could improve our application process and where we could advertise our roles - please do let us know.

Thank you for your time in completing this form. We are really grateful for the time and effort you have put into this - it really does help us get to know you and find the right person for this role.

What happens next? The closing date for applications is 9am Wednesday 9th March 2022.

Finally

Interviews will take place during the week beginning 21st March and references will be taken up prior to appointment.

Applicants may be required to complete a task prior to interview.

You will automatically be emailed a copy of your responses to this form.

60. Your name *

61. I confirm that the information I am submitted is accurate and true. *

Check all that apply.

Yes

No

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