

Asylum Link Merseyside

Activities Coordinator - Person Specification	
Qualifications and Training	<ul style="list-style-type: none"> Degree Level Qualifications (Desirable)
Experience and Skills	<p>Essential:</p> <ul style="list-style-type: none"> Experience of working with Refugees and Asylum seekers: knowledge and understanding of the specific needs of this demographic through direct work with and or lived experience. Volunteer management: experience of successful volunteer management within the community. Logistics: experience of working on projects in short timeframes and a track record of meeting deadlines. Project & Event Management: experience managing large scale events or projects in a paid or voluntary setting ensuring event safety and compliance: management and review of venue risk assessments, and reporting of accidents and incidents. Stakeholder Engagement: ensuring effective partnership working with local charities, community groups, local businesses etc to ensure effective management of volunteer opportunities and events. Communications: writing publications for print and social media Budget Management: manage the project budget, procure resources and account for expenditure Secure client record keeping: ensure necessary data is recorded securely inline with Asylum Link Merseyside procedures. Safeguarding & Risk Management: Can demonstrate ability to uphold excellent risk management and ensure that the safety of participants is paramount in all elements of event planning and delivery Report Writing: is able to demonstrate project success and learning and has experience writing funding reports. <p>Desirable:</p> <ul style="list-style-type: none"> Character: Solution focused, positive individual able to work with minimal supervision. Holds an in date first aid certificate (not essential) Able to work flexible hours, sometimes evenings and weekend work will be required Hold a valid UK driving licence Willingness to undertake training and develop knowledge as required for the role Ability to travel within the designated area for partner meetings and event delivery
Other	This post is subject to Enhanced Disclosure