



Hummingbird Refugee Project

## Job Description- Young Women's Group Lead

**RE:** Young Women's Group Lead

*\*Please note that when we state 'women' the Hummingbird Project includes all those who identify as women within this. We operate always from a trans inclusive standpoint. We also welcome to this service those who are non-binary but have had shared lived experiences as women.*

**Salary:** £30,098.25 pro rata (£18,058.95 actual)

**Hours:** 3 days per week, Mon - Wed, including 1-8.30pm on Tuesdays

**Location:** BMECP Centre, 10A Fleet Street, Brighton BN1 4ZE

Up to 1 day flexible working will be considered after probation.

**Reports to:** Youth Service Manager

**Closing date:** 9am Monday 7th October 2024

**Interview date:** Wednesday 16th October 2024

**Start date:** ASAP

**To apply:** *submit cover letter and CV via [Breathe](#).*

If you would like to have a chat about this role ahead of applying please email our Youth Services Manager, Amira on [amira@hummingbirdproject.org.uk](mailto:amira@hummingbirdproject.org.uk), to arrange an informal phone call.



## Hummingbird Refugee Project

Dear applicant,

Thanks for downloading our job pack and taking the time to look at this role.

Are you outraged by the way you see refugees treated in the UK? Are you looking for a team that puts its values and beliefs at the centre of all its work? Are you looking for a team that has anti-oppressive, reflective and wellbeing practices to enhance their commitment for social change?

If you answered yes to all of these, then joining the Hummingbird Refugee Project could be for you!

We are a charity who formally registered in 2017. Before that we were based in France, where we supported refugees in the unofficial refugee camp known as the 'Jungle' in Calais. We worked together with the people in the Jungle to provide medical assistance, tea kitchens, dedicated safe spaces for unaccompanied young people alongside raising awareness of the harsh reality that was imposed on refugees by the UK and French Governments. The 'Jungle' was demolished in 2016, and since then we have been working with and alongside young refugees here in the UK.

Now based in the heart of Brighton, we deliver award-winning services for young people from refugee backgrounds. Since we became a UK-based charity, our services have gone from strength to strength and we're excited to be expanding our skilled team to develop our services further, providing more vital support to young people.

We are proud to have built our services in response to ideas from young people in order to address their most urgent needs around friendship, education, casework and advocacy. Together, we aim to raise awareness around the rights of young refugees and to promote collective action, which we believe is necessary to end the hostile environment and negative rhetoric that surrounds young refugees.

We are looking for people who will listen to - and learn from - young people. We are looking for those who believe in change, and are willing to stand up for it. Most of all:



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we are looking for people who are happy to 'budge up', and offer young people a seat at the table.

If you would like to see our latest annual report, you can find it [here](#).

I look forward to reading your application!

Kindest Regards,

Elaine Ortiz - Founder and Director of the Hummingbird Project





## Hummingbird Refugee Project

### **Our Services:**

Our Hummingbird Office is based in Brighton, but we work with young people across Sussex and campaign nationally.

**Young Women's\* Group:** A dedicated space for young women who have experienced forced displacement and/or trafficking. This is a brand new service launching in the Autumn of 2024! The Young Women's Group will be co-produced with young women, to ensure that the interests, aspirations and empowerment of young women are at the heart of the service.

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**Global Social Club:** Each week, members have fun, celebrate diversity, build friendships and share culture and creativity. It's a safe and supportive environment where, alongside the activities, specialist support and advice is available. We have welcomed over 250 young people since we started, and have been recognised as the UK's first Youth Club of Sanctuary.

**Learning Space:** A dedicated space facilitated by qualified teachers. It's a chance for young people to bring their homework and learn, in addition to their regular education they receive at school or college. If young people have a specific learning interest they want to take further, our educational team can support them to find ways to do this.

**Be Well, Be Heard:** A specialist 1:1 support service. We work with young people to offer practical support around issues affecting their wellbeing, connecting them to appropriate mental health and other specialist services. This service works responsively and holistically to meet the needs of young people. We offer vital support to young people experiencing issues of trauma through 1:1 work, including advocacy around delayed or failed asylum cases. We work in partnership with our community and other professionals with a multi-agency approach.

**Young Leaders:** This award-winning service incorporates self development, leadership and campaigning skills. Young Leaders have worked together to raise awareness on issues facing other refugees in the UK and Europe and have campaigned to create positive change. In 2019, Young Leaders received the 'Community



## Hummingbird Refugee Project

Campaigners of the Year' award from the UK Parliament, selected by John Bercow (then Speaker of the House) at the Houses of Parliament.



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## Job Description

### Young Women's Group Lead

<b>Salary</b>	£30,098.25 pro rata (£18,058.95 actual)
<b>Hours</b>	3 days per week, Monday - Wednesday, including 1-8:30pm on Tuesdays.
<b>Contract Type</b>	Permanent
<b>Location</b>	BMECP Centre, 10A Fleet Street, Brighton BN1 4ZE. Up to 1 day flexible working will be considered after probation.
<b>Reports to</b>	Youth Service Manager
<b>Responsible for</b>	Volunteers
<b>Closing Date</b>	9am Monday 7th October 2024
<b>Interview Date</b>	Wednesday 16th October 2024
<b>Start Date</b>	ASAP
<b>Leave Allowance</b>	28 days plus bank holidays (pro-rata). Wellbeing Week (1 week full service closure). You can read about Hummingbird's Culture of Wellbeing <a href="#">here</a> Christmas break.



## Hummingbird Refugee Project

### **Main purpose of the role:**

As the Young Women's Group Lead, you will work closely with the Young Women's Specialist Support Worker and other team members, to actively engage new young women in the Young Women's Support Services and Group.

You will facilitate a weekly drop-in session that will take place on Tuesday evenings, 5-7pm. The themes/content of these sessions will be led by the ideas and interests of the young women involved in the group, which will look different from week to week. The Young women's Group Lead will ensure the ideas and feedback of young people help lead and shape the development of the service, through using participatory methods.

### **Key responsibilities for Young Women's Service Lead:**

- Co-design this brand new service in collaboration with young women in the Hummingbird community, through a series of workshops, feedback sessions and 1:1 consultations.
- Confidently facilitate the weekly Young Women's Group on Tuesday evenings, 5-7pm.
- Support the recruitment, management and supervision of volunteers.
- Proactively engage young women with experiences of forced displacement to attend the weekly group sessions, using a variety of mediums to engage.
- Liaise with young people's social workers, PA's, carers or family members, schools, colleges and other services when needed.
- Advertise, promote, and raise awareness of the group's work and other Hummingbird Project activities to young people and other service providers.
- Manage referrals for the group.
- Carry out regular consultations with young women who access the group, to keep young people at the heart of the design and planning of the sessions.
- Engage and support young people to gain valuable skills and confidence, including supporting external opportunities.



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- Involve young people in decision-making and providing feedback to you and the organisation through Hummingbird Project's Youth Board.
- Support young people's wellbeing in the session and follow up on any wellbeing matters that arise from the group.
- Report any safeguarding concerns following the safeguarding policy, and complete necessary paperwork.
- Keep up to date records on the Hummingbird Database (Lamplight).
- Lead on the monitoring and evaluation of the service, and contribute to reports for our funders.
- Contribute to the monthly supporters email, by sharing updates, photographs and feedback of the sessions.
- Contribute to the annual report, and other reports as requested by the Youth Service Manager and/or Director.

### **Working externally**

- Work in partnership with community organisations, local authorities and other stakeholders.
- Develop and maintain networks and collaborative working relationships with existing and potential partnership organisations.
- Attend or contribute to meetings with partners and multi-disciplinary workers where it can benefit young refugees and/or the Hummingbird Project as an organisation.
- Use opportunities that arise for raising awareness of the needs of young refugees.





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### **Self-development**

- Uphold Hummingbird's culture of wellbeing and development by attending 1:1s with the Youth Service Manager, external clinical supervision, team meetings, and reflective practice.
- Undertake training and self-development to develop skills and ensure an accurate knowledge and understanding of the issues facing, and policies affecting, refugee, asylum-seeking and recently arrived young women.

### **Other**

- Maintain accurate records, contact details and information as required by the organisation.
- Work with and adhere to all organisational policies and procedures, including but not limited to: Health and Safety, Behaviour Code, Lone Working, Child Protection and Safeguarding.



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## Person Specification

<b>About you! Essential/Desirable Method of assessment</b>		
Have a passion for Hummingbird's mission and youth centred work.	<b>Essential</b>	<b>Letter /interview</b>
Lived experience that relates to the young people such as racism, forced migration, or going through the UK asylum process.  (We appreciate that candidates may not have 100% of the advertised skills and experience. We encourage applicants with lived experience to apply even if you do not meet all specifications and we will commit to giving you feedback if you are not shortlisted)	<b>Desirable</b>	<b>Letter /interview</b>
Experience of working with refugee, asylum-seeking and unaccompanied young people in the UK and/or in Europe.	<b>Essential</b>	<b>Letter /interview</b>
Experience of working with women/ young women and an understanding of the particular intersectional barriers/challenges/vulnerabilities that they face	<b>Essential</b>	<b>Letter /interview</b>
Experience working with people who have experienced gender based violence, trafficking and exploitation	<b>Desirable</b>	<b>Letter /interview</b>



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Experience and confidence of facilitating workshops to/with young people and/or women	<b>Essential</b>	<b>Letter /interview</b>
Experience of project management and/or designing projects/services in an inclusive and participatory way with service users	<b>Essential</b>	<b>Letter /interview</b>
Interest in politics/ public speaking and/or social justice	<b>Desirable</b>	<b>Letter /interview</b>
Awareness of the impact of trauma and a commitment to providing a trauma-informed service	<b>Essential</b>	<b>Letter /interview</b>
Experience of dealing with safeguarding and child protection matters.	<b>Desirable</b>	<b>Letter /interview</b>
Experience of using participatory practices and methods to engage.	<b>Desirable</b>	<b>Letter /interview</b>

### Special Conditions

This post will be subject to references and an enhanced DBS check (paid for by the organisation) and **open to women only**. Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements) of the Equality Act 2010 applies.



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We will only consider those who have the right to work in the UK for the interview stage and for the position.

The post requires the ability to travel for meetings with young people and other organisations, particularly in Brighton and Hove with occasional travel across East and West Sussex. All travel expenses will be reimbursed.