

# Would you like to work with us at St. Augustine's Centre?



**We have 2 part-time jobs available!**

- 1. VOLUNTEERS ADMINISTRATOR**
- 2. CASEWORKER**

**We especially welcome applications from people with lived experience  
of seeking asylum or coming to the UK as a refugee.**

Can you speak, read and write in English to a good level? Do you enjoy solving problems?

Do you like working with people? Do you like a varied day with lots of different things to do?

Do you enjoy computer based work including emails, Word, Excel and other online tasks?

We would offer you individual training and support to help you learn to do the job successfully. You would gradually be able to take on more responsibility to develop your career.

**FIND OUT MORE BY COMING TO OUR JOB OPEN DAY ON MARCH 18<sup>th</sup>**

## **Who are we?**

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St. Augustine's Centre in Halifax has been working with the local community for over 50 years. It is Calderdale's specialist support centre for people seeking asylum and with refugee status. We also support members of the local community who need our services or may need referring to other advice agencies. You can find out more information about St. Augustine's here:

<https://www.staugustinescentrehalifax.org.uk>

<https://twitter.com/infostaugs>

<https://www.facebook.com/StAugustinesCentreHalifax>

**We especially welcome applications from people with lived experience of seeking asylum or coming to the UK as a refugee, who have the right to work.** We want our staff and volunteer team to be more diverse. Staff who are 'experts by experience' of the asylum and refugee system have a deeper understanding of what life is like for those going through it now.

VOLUNTEERS ADMINISTRATOR	CASEWORKER
<p><b>You will work with the Volunteers Manager, Su Halliday. Your job is:</b></p> <ul style="list-style-type: none"><li>• Responding to enquiries from people who want to volunteer at St. Augustine's. Processing their applications and reference checks.</li><li>• Encouraging people with lived experience of the asylum process / refugees to volunteer.</li><li>• Welcoming volunteers and checking that they have what they need for their volunteering role at the centre.</li><li>• Helping to organise and run training sessions for volunteers.</li><li>• Maintaining records for our volunteers and services.</li><li>• Helping to set up a new Befriending Service – matching up centre users and volunteers and giving ongoing administrative support.</li></ul>	<p><b>You will work with Becky Hellewell and the Support Team at St. Augustine's. Your job will involve:</b></p> <ul style="list-style-type: none"><li>• Giving help and advice to anybody accessing our advice service or calling the advice telephone line.</li><li>• Providing help and advice with different issues including: health, employment &amp; education, benefits &amp; debt, housing, asylum support &amp; the asylum system.</li><li>• Helping asylum seekers new to Calderdale access services for example; the GP, college, and schools.</li><li>• Helping people to understand the asylum system and access immigration advice.</li><li>• Signposting people to other services and support for specialist advice.</li><li>• Keeping written records of the help and advice that you give to people.</li></ul>

## Key information about the jobs

- £11.50 per hour (£22,126 per year)
- 22.5 hours a week to start in April. Days / hours to negotiate. We can be flexible. Both roles could be worked over 4 or 5 days during school hours or as 3 full days.
- You'd need to be able to work in our buildings at Hanson Lane.
- One-year fixed term contract. We hope to extend the roles if we secure funding.

## Interested? Come and say hello!

If you are interested in either of these jobs, please contact us for an appointment at our **job open day** here at St. Augustine's on **Thursday March 18<sup>th</sup>**. We will give you a (socially distanced) tour and tell you more about the jobs and how to apply. This open day is not an interview. It is a chance for you to find out more information so you can decide if you want to apply.

**If you have any questions and to book an appointment at the open day**, email Su Halliday, Volunteers Manager [su.halliday@staugustinescentrehalifax.org.uk](mailto:su.halliday@staugustinescentrehalifax.org.uk) or phone her on 07394937663.