



New Coordinator Roles

About the Centre

Walthamstow Migrants' Support Centre is a welcoming, non-judgmental place for all migrants living in Waltham Forest and beyond. It is a drop-in centre that runs on Friday mornings in the back room of the Salvation Army shop on Forest Road in Walthamstow from 10-12:30 (or 9am if we have early appointments).

We have an excellent housing and welfare advisor from RAMFEL (Refugee and Migrant Forum of Essex and London) and a local lawyer who offers 15-minute pro bono appointments to advise on immigration matters.

We also provide support and direct visitors to sources of information and help depending on their individual circumstances.

We aim to help all visitors in any way that we can, regardless of their current legal status in the UK. We do not buy into the narrative that there are 'good' and 'bad', 'deserving' or 'undeserving' migrants. We believe that no one is illegal and we try to act alongside those who visit our Centre to navigate the horrendous conditions created by the hostile environment espoused and perpetrated by the government. Currently we do this through food bank referrals, providing access to our free advisors, providing a safe space to meet and chat with refreshments, and giving direction to specialist services.

We are a small centre, wholly run by volunteers, that sees an average of 10-15 visitors each week. In future, we want to be in a position to provide follow up case work and to establish better connections with groups supporting migrants across London. We are looking for people who want to help us achieve these aims and develop our capabilities.

We have a number of very rewarding roles that we are looking to fill where you can contribute to the running of the Centre and learn new skills. We understand the importance of working sustainably, which means we work closely as a team and support each other so that everyone's tasks are manageable.

The new roles that we are recruiting for are on the following pages:

- **Volunteer Coordinator**
- **Fundraising Coordinator**
- **Safeguarding Officer**

VOLUNTEER COORDINATOR

Tasks involved:

- Having initial discussions with potential volunteers including explaining more about what we do at the Centre and the volunteer roles
- New volunteer induction - ensuring new volunteers know our policies and have initial training
- Monitoring volunteers' attendance at training, especially regarding safeguarding and data protection
- Responding to volunteer enquiries
- Following up on references
- Updating the volunteer rota monthly (most of our volunteers at the Centre do not come every week and are rota'd according to their availability)
- Helping to foster an environment where volunteers feel supported and listened to as valued members of the whole Centre team
- Working closely with the Centre Coordinators to sort out volunteer issues or grievances according to our policies
- Meeting with the rest of the working group once a fortnight

We're looking for someone who:

- Has beliefs and values that align with ours
- Preferably has experience organizing other volunteers
- Can commit to 2-3 hours a week (at whatever time suits you) keeping on top of tasks involved in the role
- Is organised and happy to use Gmail, Google Docs and Dropbox
- Is excited to be part of developing our small organisation!
- Has experience of the immigration system *would be particularly desirable, although not essential*

FUNDRAISING COORDINATOR

Tasks involved:

- Thinking of new ways we could raise money
- Facilitating fundraising events
- Researching events that could be fundraising opportunities for us
- Helping with funding bids, including keeping the information included updated and making sure we send them off regularly
- Tracking funding applications when necessary
- Identifying potential sources of funding
- Meeting with the rest of the working group once a fortnight

We're looking for someone who:

- Has beliefs and values that align with ours
- Preferably has experience with funding applications or is otherwise willing to learn more in the area
- Has experience in fundraising
- Can commit to 2-3 hours a week (at whatever time suits you) keeping on top of tasks involved in the role
- Is organised and happy to use Gmail, Google Docs and Dropbox
- Is excited to be part of developing our small organisation!
- Has experience of the immigration system *would be particularly desirable, although not essential*

SAFEGUARDING OFFICER

Tasks involved:

- Being safeguarding trained, if not already recently trained
- Ensuring our safeguarding policy is reviewed regularly, is accessible and is being adhered to
- Being sympathetic to the nuances of safeguarding within the Centre, particularly regarding the effects that immigration status have on accessing usual reporting processes
- Being the go-to person for safeguarding issues alongside the Centre Coordinators
- Meeting with the rest of the working group once a fortnight

We're looking for someone who:

- Has beliefs and values that align with ours
- ***Has safeguarding experience, especially with adults at risk***
- Is organised and happy to use Gmail, Google Docs and Dropbox
- Can commit to 2-3 hours a week (at whatever time suits you) keeping on top of tasks involved in the role. The likelihood is that this role will usually take less time than this, but you will need to be available for that amount of time if necessary
- Can attend the Centre at least once a month
- Is excited to be part of developing our small organisation!
- Has experience of the immigration system *would be particularly desirable, although not essential*