



Job Description – Flourish Project Coordinator

Job Title:	Flourish Project Coordinator
Salary:	£20,063.80 per year (28,624 FTE)
Contract:	2.5 years
Hours:	24.5 hours per week, over a regular 3.5 day working pattern. Flexible working may be requested or offered depending on the overall needs of the organisation.
Reports to:	Hive Manager
Supervises:	Volunteers
Location:	The postholder will be based at Hive, but working in Bradford hotels, at Communityworks, and at other locations across Bradford.

About Hive

Hive is a community arts charity in Shipley, Bradford. We deliver arts and crafts courses, workshops and projects from our centre in Shipley and across Bradford District. We believe that creativity contributes to good health and wellbeing and helps to bring communities together.

About Flourish

Flourish is a three-year creative project offering support to male unaccompanied refugees and asylum seekers, which aims to improve access to support services, reduce isolation and increase wellbeing.

This is a partnership project, funded by the National Lottery, working with Communityworks in Undercliffe, Bradford Refugee Forum and Mears Housing Management Ltd. It will help Hive to build stronger partnerships locally, regionally and internationally, and to share best practice.

Flourish will help Hive to continue to develop its long-term plan to ensure that the diverse communities represented in Bradford are receiving appropriate and long-term support, and are represented within our organisation and the wider community. It also aims to ensure that the wider community will have a greater understanding and empathy for the issues faced by refugees and asylum seekers moving into Bradford.

Key responsibilities

- To coordinate and deliver a creative programme of activities for male unaccompanied refugees and asylum seekers based in Bradford Hotels and within local communities.
- To liaise with project statutory and community partners to deliver the project including organising regular partner meetings to monitor project progression.
- To liaise with additional statutory and community partners to offer relevant support to refugees and asylum seekers to improve quality of life.
- To work with Hive's Manager to recruit participant volunteers to the project.
- To organise a symposium and exhibition at the end of the project.
- To monitor the project against agreed outcomes.



Principal Accountabilities

1. To ensure that the programme is as accessible as possible working closely with key community representatives.
2. To recruit partners to attend creative sessions to offer information advice and guidance.
3. To recruit and support participants on the programme working with key partner organisations.
4. To ensure the safety and well-being of volunteers and participants by providing training in the use of relevant equipment and materials.

Job content

The main duties and responsibilities of the post holder are:

- To work with project partners to deliver and keep accurate monitoring records based on the following outcomes:
 - Project beneficiaries will report a significant improvement in mental health.
 - Project beneficiaries will report an increase in skills and confidence.
 - Project beneficiaries will report a reduction in social isolation.
 - Project beneficiaries will report improvement to their English language skills.
 - Project beneficiaries will take part in wider community engagement activities after the project has ended.
 - Project beneficiaries will have improved quality of life through access to practical support around asylum processes, finances and housing.
- To work with the Hive Manager to support volunteers on the project to improve skills and confidence and chances of employment.
- To produce an evaluation report at the end of the project.
- To undertake other duties of an appropriate nature and level, as required from time to time.
- To contribute to Hive's charitable aims and objectives.
- To follow Hive's policies and procedures, including Health and Safety; Equality, Diversity & Inclusion; Safeguarding.

Hive is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults. Our safeguarding policies are available on request.

Hive is a Living Wage employer.



Person specification – Flourish Project Coordinator

Attribute	Essential	Desirable
Experience	<p>Experience of working on community-based arts projects.</p> <p>Experience of working with statutory and community partners to deliver project outcomes.</p> <p>Experience of working in partnership to deliver project outcomes.</p> <p>Experience of working with volunteers.</p>	<p>Experience of working with refugees and asylum seekers.</p> <p>Experience of working with a variety of community groups.</p> <p>Experience of working on National-Lottery-funded projects.</p>
Knowledge and Understanding	<p>Knowledge of various creative techniques.</p> <p>IT literacy.</p> <p>Knowledge of relevant health and safety regulations.</p> <p>Knowledge of “Five Ways to Wellbeing” and its use in delivering wellbeing outcomes.</p>	<p>Understanding of the issues faced by refugees and asylum seekers.</p> <p>Understanding of working in the voluntary sector.</p> <p>A broad knowledge of Bradford’s community sector.</p>
Skills and Abilities	<p>Ability to write, risk assess and deliver a programme of community-based creative activities.</p> <p>Ability to keep accurate records based on project outcomes.</p> <p>Ability to support project participants and volunteers.</p> <p>Ability to work on a wide range of</p> <p>Ability to work unsupervised.</p> <p>Ability to manage project budgets.</p>	<p>Ability to communicate effectively with a diverse range of people.</p> <p>Experience of managing project budgets.</p>
Personal	<p>Self-motivated.</p> <p>Adaptable.</p> <p>Ability to work flexibly to suit the needs of participants.</p> <p>Able to plan and critically assess own performance.</p> <p>Empathic communicator.</p> <p>Keen to take on new challenges.</p> <p>Able to work as part of a team.</p>	