



## Refugee & Asylum Seeker Support Coordinator - Job Advert

Bath Welcomes Refugees (BWR) was established in 2015 with the sole aim of bringing to safety and security in the UK those people persecuted and in danger in their own countries, and in particular to help them settle in Bath and the surrounding area.

In recent years, BWR has supported refugees and asylum seekers from a range of backgrounds, including those fleeing conflict and instability in Afghanistan and Ukraine. While the number of new arrivals from these regions has reduced, there remains an ongoing need for practical, social and emotional support for individuals and families rebuilding their lives in Bath & North East Somerset.

Whilst we remain a volunteer led organisation, depending on its volunteers and their enthusiasm, expertise and dedication to provide a range of support to those seeking refuge and to make a new life in Bath, we need to strengthen our capacity to support these families and individuals.

BWR is looking to recruit a part time **Refugee and Asylum Seeker Support Coordinator** on a permanent contract. Reporting directly to the Head of Charity you will liaise with external agencies and provide practical help and advice towards achieving successful resettlement and integration in the community.

### To be successful in this position, you will need to be

Empathetic with BWR's aims, non-judgemental and flexible around working times.

Have the ability to develop relationships with volunteers, clients and other stakeholders, be resourceful, collaborative and enjoy working with others with diverse experiences and backgrounds.

You should be able to work remotely on your own initiative as well as being a team player working in a potentially high-pressure environment. You will be highly organised, able to manage and prioritise your own workload, be a good communicator and IT literate.

### Ideally your experience will include

- ❖ An understanding of the issues relating to asylum seekers, refugees, and vulnerable migrants.
- ❖ Working with refugees and asylum seekers.
- ❖ Working with cross-agency partnerships and collaborative working.
- ❖ Working with volunteers in the charity, not-for-profit sectors.
- ❖ Understanding of the core services required to support resettlement (housing, language, medical, schooling, employment, benefit systems).
- ❖ Providing sensitive, safe, and empowering support to distressed people in vulnerable situations.
- ❖ Knowledge of Bath and its environs.



## Outline of the Role

You will liaise with external agencies and partners to provide appropriate support, information, guidance, advice and practical help to refugees, asylum seekers and host families.

You will coordinate the resettlement programme for refugees, asylum seekers for future independence and self-sufficiency within their new community.

You will work with and support Team Leaders within BWR to provide a service in line with BWR's aims.

- ❖ Liaising with external agencies and partners including Bath & North East Somerset Council, and other charities providing support.
- ❖ Liaising with the Volunteer Coordinator to ensure appropriate resources are available to meet ongoing need.
- ❖ Liaising with the team of resettlement volunteers who will support the families.
- ❖ Liaising with the Language Coordinator to ensure we provide effective language tuition to our families and individuals to meet their individual specific needs.
- ❖ Supporting members of the Management Committee from time to time.

This is a permanent contract, working 30 (0.8 FTE) hours and it is a hybrid role, with the successful candidate expected to work from the office at least 2 days per week.

You will require a full UK Driving Licence with access to a vehicle.

The role is based on a pro rata salary of £28-30k full time equivalent (commensurate with experience).

The role will require an enhanced DBS check.

To apply for this role please provide an up-to-date CV with a covering letter explaining in less than 300 words why you would be ideal for the role.

Applications to be emailed to [info@bathwelcomesrefugees.org.uk](mailto:info@bathwelcomesrefugees.org.uk) with the subject line reading: *Refugee and Asylum Seeker Support Coordinator Application by 31st May 2026.*

Applications will be reviewed as received.

Interviews will be held week commencing 15th June.

For more information, please see Job Description provided.

*If you would like to discuss this role prior to applying, please email [Hattie.hansen@bathwelcomesrefugees.org.uk](mailto:Hattie.hansen@bathwelcomesrefugees.org.uk) who will be happy to arrange an informal call with you.*