



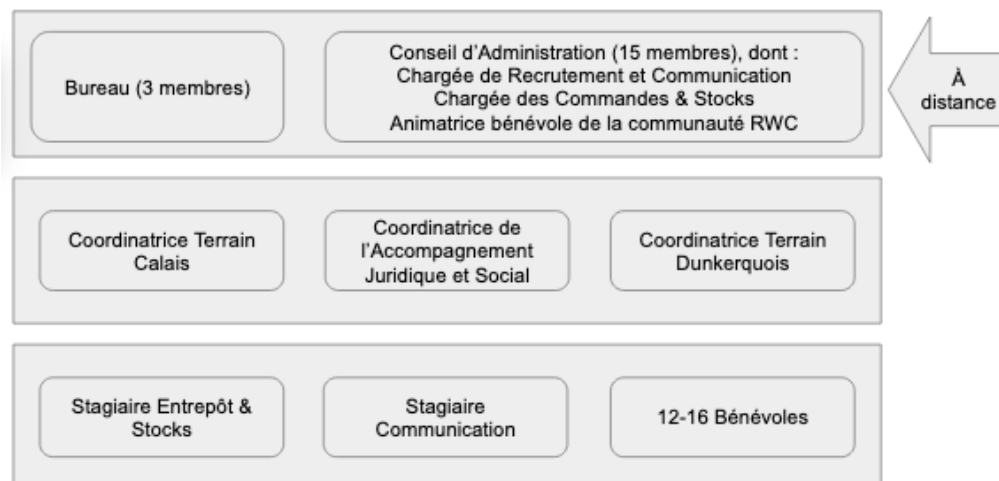
## Job description **Legal and Social Support Coordinator**

### **The charity**

The Refugee Women's Centre is a grassroots organisation that works with exiled women and their families in informal living spaces in the north of France. We have been present in the Dunkirk area since 2016 and in Calais since 2018. Our team offers a mobile system (vehicles that travel between the different camps) to meet the material needs (clothes, tents, hygiene products) of the women and children we support. We are working to create safe spaces by distributing goods and running activities reserved for women. The aim is to build up a relationship of trust with the women we support, so that we can offer them comprehensive support and provide them with the best possible assistance, depending on their needs (health, legal, accommodation, etc.).

### **Team structure**

Our organisation is constantly evolving and has plans to increase its payroll capacity in the future. The current team structure and the tasks assigned to each team member will therefore continue to evolve.



### **Job description**

The legal and social support coordinator will be responsible for :

- Set up a strategy and structure to support women and families on the move in Calais and the Dunkirk area, in line with the realities on the ground.
- Establish the necessary partnerships with the appropriate institutions and associations (medical, legal, accommodation, etc.) in order to offer the best possible access to services for the women we support and to carry out advocacy work.
- Train and coordinate the team of volunteers so that they can provide high-quality support in line with the values and missions of the association.
- To coordinate the association and the team of volunteers in partnership with the field coordinators, particularly in terms of welfare.

## **Responsibilities**

### *Coordination of social and legal monitoring and co-construction of advocacy*

- Implementing a support and monitoring strategy and structure that meets the needs of women and families, particularly in terms of emergency accommodation;
- Develop protocols for identifying vulnerabilities, approach and intervention techniques, and support formalities;
- Develop partnerships with medical, legal and social players, both institutional and associative, who can respond to the problems of the people we meet;
- In liaison with the corresponding field coordinator, guide and direct the team of volunteers during their support or follow-up in the field;
- In liaison with the corresponding field coordinator, carry out the most complex monitoring and support women in their legal and social follow-up;
- Take an active part in inter-association working groups and act as a point of reference on support and safeguarding issues (health coordination, mental health commissions, access to women/family services, issues of gender-based violence, control and exploitation, etc.).
- Ensuring that data collection by the volunteer team runs smoothly and setting up advocacy actions with the corresponding field coordinator;
- Expand the team's training offer on issues of gender violence and access to rights for exiled women.

### *Team management - tasks shared between the legal and social support coordinator and the field coordinators*

- Supervising and supporting the work of the volunteers, with a regular presence on the field (1-2 times a week);
- Encouraging autonomy and initiative, sharing out tasks so that each member of the team takes responsibility;
- Train and/or organise training for new team members;
- Ensuring the well-being of the team, in particular through monthly check-ins with the volunteers, by actively participating in the Safeguarding Network and by being a point of reference for problems;
- Liaise between the team and the board and board of trustees;
- Call on the board and the board of trustees to pass on information and delegate tasks to them when necessary.

*Administrative management of the association - tasks shared between the legal and social support coordinator and the field coordinators*

- Administrative responsibilities relating to volunteer accommodation, including liaising with the owner of the house, maintenance and payment of rent and utilities, etc.
- Administrative responsibility for the association's vehicles, including liaison with the partner garage, any necessary repairs, technical inspections, etc.
- Receiving mail at the head office in Grande-Synthe and at the volunteers' address in Audruicq;
- Manage the support coordinator's own mailbox and Google Drive.

**Skills required**

We take into account paid or voluntary work experience, as well as personal experience, and encourage applications from people who have lived or experienced exile.

*Essential :*

- Experience of working in the field with people from exile, preferably in the voluntary sector on the northern coast of France;
- Experience in social work and/or legal follow-up and a good knowledge of access to rights for people in exile in France (being a social worker or lawyer is not required, but would be an asset);
- Legal knowledge of asylum procedures in France;
- Have an intersectional feminist approach;
- Interest in gender issues and the fight against gender-based violence;

- Empathy, creating links with people in vulnerable situations;
- Strong ability to forge links with a variety of stakeholders, diplomacy, conflict management;
- Autonomy and adaptability, stress management;
- Organisational skills and ability to prioritise tasks;
- Ability to work in a team with volunteers and to delegate tasks; ability to communicate and ensure team autonomy;
- Fluent in French and English;
- B driving licence.

*Desirable :*

- Experience of working within the Refugee Women's Centre or one of its partners in the north of France;
- Fluency in Arabic, Farsi, Kurdish, Turkish, Amharic, Tigrinya or German.

**Conditions**

Start date: as soon as possible, early March preferred. Please confirm your availability in your application.

Status: Fixed-term contract for one year, full-time, with a one-month trial period. Renewable once for six months. Possibility of promotion to permanent contract.

Salary: €1950 gross (€23,400 gross per annum)

Location: French North coast, particularly Calais and Dunkirk.

The role may involve travel in the Pas-de-Calais and Nord departments, evening work and occasional weekend work (particularly in the form of on-call duty), with overtime recoverable.

Reimbursement of 50% of travel to and from work by public transport.

Health insurance: Possibility of supplementary group health insurance, with the association paying 50% of the cost.

**Recruitment process**

Send your CV and covering letter to [admin@refugeewomenscentre.com](mailto:admin@refugeewomenscentre.com) by 31 January (in English or French). Shortlisted candidates will be offered an interview between 5 and 15 February.

You can contact us before the deadline if you have any questions about the job description or your application.