



Organisational Development Officer -Basis Project
£24,645 p.a. pro rata

East Midlands (Leicester)

This post is offered on a full-time basis for a temporary period of 9 months (Up to Feb 2012) with immediate start or as soon as possible after interview.

Refugee Community Organisations (RCOs) play a vital role in providing a bridge to mainstream services and giving support to asylum seekers and refugees. The Basis Project is an England-wide service which aims to strengthen the capacity of RCOs. The Refugee Council sub-contract Refugee Action to provide the service in a number of regions.

You will work closely with RCOs in the East Midlands to assess their needs, provide training, referrals and advice, and support their planning. As part of a nationwide project, you will liaise and work alongside other organisational development officers in other English regions.

An excellent communicator with experience of training, you have proactive analytical approach and an understanding of Refugee Communities. You have 2 years' experience of providing advice on organisational development and an understanding of fundraising, project development and financial management.

Closing date for completed application forms: 10 am on Tuesday 3rd May 2011
Interviews will be held in Birmingham on Thursday 12th May 2011

Downloadable application packs are available from www.refugee-action.org/jobs, alternatively contact Grace Jackson-Cole, HR Assistant on 0203 176 2513 or email gracec@refugee-action.org.uk for an application pack.

All application forms to be returned to Room 329, Southbank House, Black Prince Road, SE1 7SJ, or alternatively e-mail to recruitment@refugee-action.org.uk

Refugees and asylum seekers who are eligible to work in the UK are strongly encouraged to apply.

Refugee Action is an independent, national charity working to enable refugees to build new lives in the UK. We provide practical advice and assistance for newly arrived asylum seekers and long-term commitment to their settlement through community development work.

