

REFUGEE WEEK REGIONAL COORDINATOR

Job Type: Voluntary role. Approximately 1 day a week (may be more during Refugee Week and less in the quieter period between July and January).

Time Period: Ongoing. The Refugee Week UK Core Team can discuss your preferences and availability with you.

ABOUT REFUGEE WEEK

Refugee Week takes place in the week surrounding International Refugee Day, which takes place on 20th June each year. Refugee Week 2013 will be held between 17th – 23rd June 2013. There will also be a Refugee Week conference held at the end of January 2013.

The purpose of Refugee Week is to deliver positive educational messages that counter fear, ignorance and negative stereotypes of refugees, through a UK-wide programme of arts, cultural and educational events. These events serve to celebrate the contribution of refugees to the UK, and promote understanding about the reasons why people seek sanctuary.

The Refugee Week team:

Refugee Week is a multi-agency project. Our main partner agencies currently include: Amnesty International UK, British Red Cross, Children's Society, City of Sanctuary, Freedom From Torture, Refugee Action, Refugee Council, Scottish Refugee Council, Student Action for Refugees, (STAR) and the Welsh Refugee Council.

The Refugee Week central team is based within a charitable organisation called Counterpoints Arts, established in 2012 and based in the London borough of Hackney.

Counterpoints Arts is a new initiative that explores refugee and migrant experiences through the prism of the creative arts. It is shaped by a strong belief in the dynamic power of the creative arts to inspire social change and enhance inclusion and cultural integration of refugees and migrants. Our work aims to ensure that the rich cultural and artistic contributions of refugees and migrants are recognized and welcomed within British culture, history and identity.

As a Creative Hub dedicated to the creative arts and migration, we co-create, develop, produce, facilitate, promote, curate, research, publish and disseminate a range of arts and media projects.

Counterpoints Arts emerges out of the joint and complimentary work of the Partnership for Arts and Refugees (aka Refugee Week UK) and FOMACS (Forum on Migration and Communications).

Refugee Week is led by the Refugee Week UK Co-ordinator who oversees Communications and Marketing as well as an Operations Group, made up of representatives from partner organisations.

You can contact the Refugee Week UK Coordinator Jess Linton at:

jess@counterpointsarts.org.uk; 020 7012 1761. Read more at: www.refugeeweek.org.uk

Simple Acts:

Simple Acts also works closely with Refugee Week. It was established to raise awareness and understanding about refugee communities in the UK and suggests small ways in which to change people's perceptions of refugees and create better interaction between refugee and host communities.

The campaign was launched in January 2009 and aims to mobilize 30'000 people from across the country to do one or more of the 20 simple actions that the campaign promotes. Simple Acts will continue to be a central focus for Refugee Week, as it is seen as a hugely affective way of raising awareness and encouraging participation across ages and socio-cultural backgrounds. Refugee Week Coordinators are asked to help to promote Simple Acts through their Refugee Week events

as well as all other activity taking place across the year. Refugee Week aims to use Simple Acts as a springboard in the lead up to Refugee Week to promote Refugee Week and support more community groups, schools and individuals to learn more about current issues facing refugees and asylum seekers in the UK today and be more mindful of the diverse communities in which we live in. Read more about Simple Acts at: www.simpleacts.org.uk

ABOUT THE REGIONAL CO-ORDINATOR ROLE

Refugee Week Regional Coordinators are the main point of contact for Refugee Week related queries in a particular region. The role itself requires little work but is vital to the development of Refugee Week's work in England. The role involves assisting with any queries about Refugee Week in a particular region, providing the Refugee Week team with information about local events for the Refugee Week website, and where possible and relevant (e.g. where there is a regional networking group) organise regional Refugee Week meetings.

MAIN DUTIES

Being a regional point of contact

- Being a point of contact for queries about Refugee Week in the region – for both the central Refugee Week team and general public. Signposting public onto relevant agencies, activities, events etc.
- Coordinating the dissemination of Refugee Week and Simple Acts campaign information throughout the region
- Feeding back to central Refugee Week team on support needs of the regional networks and stakeholders
- Pro actively promoting RW to relevant stakeholders across the region in order to engage new and energise existing supporters and audiences

Input into national / regional web pages

- Disseminating up to date news and events
- Providing the Refugee Week team with the following information, for inclusion on the regional web pages:
 - Text / images of 3-4 key / interesting events across the region
 - A written overview/summary of events in the region
 - Encourage events organisers in the region to add their own events to the *Events Calendar* located on the RW website

Creating links to the Refugee Week and SA website

- Promoting the site and e-newsletter through your networks
- Encouraging people to add actions to the Simple Acts Action Counter
- Encouraging people to use the Refugee Week Events Calendar
- Encouraging people to use both sites for promotion of their events, information materials and downloadable resources

REQUIRED

- Ability to work remotely (regular access to internet, email)
- Knowledge of / contacts with region-wide arts / cultural networks / refugee networks - either as part of your current job or in a personal capacity
- Good communication and inter-personal skills
- Marketing and (Social) Media skills desirable but not essential

If you are interested in being a Regional Coordinator please email Refugee Week UK Coordinator, Jess Linton, at jess@counterpointsarts.org.uk