

REFUGEE WEEK REGIONAL COORDINATOR

Job Type: Voluntary – Approx. 0.5/1 day a week (with more engagement needed leading up to and during Refugee Week but far less in the Autumn/ winter period)

Time Period: Ideally a minimum of a year but we can discuss what works for 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 2014 will be held between 16th – 22nd June 2014. There will also be an annual conference in February 2014 (dates TBC). 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, the Home Office, Oxfam, 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**, which was established in 2012 and is based in the London borough of Hackney. Counterpoints Arts is a creative hub producing projects by & about refugees and migrants. The Projects include **Refugee Week**, **Celebrating Sanctuary London**, **Platforma** - arts and refugee network and the **Simple Acts** educational programme, as well as a range of other projects such as Moving Worlds Film Festival, One Stop Doc and Learning Lab, which are produced by a team of colleagues from Dublin, who are now also part of Counterpoints Arts.

The 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 about Refugee Week at: www.refugeeweek.org.uk

Simple Acts:

Simple Acts 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 ROLE

Refugee Week Regional Coordinators are the main point of contact for Refugee Week related queries in a particular region. These are voluntary roles. 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 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 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
- Proactively 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

Provide 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 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 co-ordinator please contact Refugee Week UK Coordinator Jess Linton, at: jess@counterpointsarts.org.uk; 0207 012 1761.