**Job Vacancies in DGMA**

Dumfries and Galloway Multicultural Association (DGMA) is recruiting for a Project Worker for the Happy Faces Project. The successful candidate will have experience in managing, delivering and evaluating projects and a significant understanding of issues experienced by refugees, asylum seekers and ethnic minority communities. The ideal candidate should have excellent oral and written communication skills and be able to organise their work using tools, likes MS Excel and office equipment. Please see full job description.

**Salary**: £19854 per annual FTE (30 hours per week, £10.90 per hour)

**Base:**DGMA Premises, Old Debenhams Building, 179-185 High Street, Dumfries DG1 2QT and 68 Friars Vennel, Dumfries DG1 2RL

**Reports to:**Business and Development Manager

**How to apply:** Please email**info@dgma.org.uk**or pop in our reception at the Old Debenhams Building, High Street, Dumfries for an application form.

**The closing date and time:**Completed applications must be submitted by 23:59 on Sunday, 11th of December 2022. Please note partially completed or unfinished applications will not be accepted. CVs will not be counted as part of the application; they must be attached as separate document. Please put in as much detail information as possible in your completed application.

**The Interviews:** The interviews will be held on Thursday 15th of December 2022.

**PVG Scheme:**The role requires the project worker to join the Protecting Vulnerable Groups Scheme if not already a member.

**Working hours:** It will be negotiated with the successful candidate –  weekly 30 hours at £10.90 per hour.

**Pension:** Successful candidate will be offered to joining in DGMA work pension scheme.

**Start date:** 19th of December 2022.

**End date**: 31stDecember 2023. After the completion of the project**,** we will endeavour to identify further job opportunities within the organisation or other organisations.

**Job Description of Project Worker for the Happy Faces Project**

The project worker will organise and facilitate a friendly and welcoming hub for refugees and the wider community members to exchange ideas through weekly drop-in sessions and gatherings. These sessions will be a hub for employment and education opportunities, as well as cultural food cooking sessions.

The 3 main delivery activities are:

1. Drop-ins on weekdays; refugees and refugee communities are connected through face to face either virtually or in person meetings. Connecting Refugee Communities, individuals, potential employers, and other mainstream service providers.
2. Weekly gatherings between refugees, wider community members and service providers to share information about their work and services they provide. Refugee communities, New Scots, and members from the cultural ethnic minorities would be confident speaking in public and have better understanding about local issues and services.
3. Facilitate Cultural Food Cooking Sessions; this activity will help all communities to better understand cultural difference and celebrate diverse cultures.

The project worker will work closely with the DGMA team members and line manager. The project worker can work both independently and as part of a team, in variety of different settings, such as in allocated work areas, or site visit to other service providers, or meeting up in community cafes, or attending meetings on the organisation’s behalf on virtual or in person.

The project worker’s tasks will include making travel and meeting arrangements, preparing reports, collecting statics, identify and achieve Key Performance and Indicators (KPI’s) and maintain appropriate filing systems for the project.

The project worker should ensure the efficient and smooth day to day operation of the project.

The project worker will track work to be completed, set deadlines and identifying any potential risks.

Responsibilities including but not exclusively:

* Develop and maintain a database to include key partners across the D&G
* Develop and maintain a database to include potential employers across D&G
* Inviting Service providers to come and talk about their services available to our service users
* Write and distribute email, correspondence, and forms
* Produce project information, activities; including leaflets then distribute to potential service users and key partners
* Maximising the resources in the New Scots Connect Forum
* Maintain contact lists
* Collecting volunteer expenses, weekly gathering costs and other expenses
* Keeping the project on budget
* Provide general support to volunteers, visitors, and drop-in service users
* Collecting feedback from service users
* General maintenance of photographic and data consents from the service users
* Liaise with line manager and senior managers to handle requests and queries from funders, key partners, or board members
* Act as the point of contact for internal and external enquiries regarding the project
* Completing the project work in line with the plan and report project progress to line manager and funders
* Organise and facilitate the 3 main delivery activities of the Happy Faces Project
* Work with other staff members on reasonable tasks related to or beneficial to the project
* Close the project – this includes evaluating successes and challenges to enhance learning for the future projects, and produce “final project report”.