**Join our team as a Health Officer!**

* 28 hours/week
* 4 months fixed-term (with possibility of extension or negotiable dates)
* £22,500 pa pro-rata

**Who We Are**

**Refugee Action Kingston** is a frontline charity that supports people from the asylum-seeking and refugee communities to integrate into the local area. We deliver a range of services and advice around immigration, benefits, education, utilities, health and housing.

This is an exciting time at Refugee Action Kingston. Last year, we strengthened our Fundraising team, stabilised income and developed our Fundraising Strategy. In late 2020 we appointed a new director and we're currently undergoing significant transformation with new client activity spaces, re-branding and exciting partnership opportunities.

We're looking for people with energy and passion to take us forward in a new post-covid world. If you think you're up to the challenge, join us!

**The Role**

We’re excited to be partnering with the NHS to deliver covid-19 vaccinations to asylum-seekers in Kingston.

Under the direction of the Welfare Coordinator, you will be responsible for all administrative services for the COVID-19 Vaccine project for asylum seekers in Kingston.

In this fast-paced role, you will lead a four-month NHS-funded project, from planning through execution, tracking process objectives and deliverables, and ensuring data entry, file management, and logistics. You will assist with coordination of meetings and other project needs, as well provide general project support.

Our ideal candidate demonstrates excellent attention to detail and is good with logistics. They also have experience in project management, monitoring, and stakeholder engagement. Previous work with refugees and underserved populations and the ability to speak Arabic are a plus.

**Areas of Accountability**

**Confirm covid-19 vaccination need at specific accommodation sites in Kingston:**

* Engage with specific accommodation providers to review and confirm vaccination need based on data shared with Refugee Action Kingston by government coordination bodies
* Liaise with NHS partners including clinics and GPs to ensure a regular flow of robust triple-checked data
* With relevant partners, plan for vaccination dates with the target of vaccinating at least 150 asylum-seekers by 31 September 2021

**Monitor covid-19 vaccination rollout with client community**

* Using communication tools provided by Refugee Action Kingston, the NHS, and other partners, provide high quality information and respond to or escalate questions as appropriate
* Ensure best communication practices are followed, including the use of proven peer-support techniques
* Support NHS and accommodation management colleagues in arranging covid-19 safe transportation to and from vaccination sites as necessary
* Support NHS and accommodation management colleagues in setting up on site vaccination arrangements as necessary
* Maintain rigorous records of vaccinated clients to facilitate second dose follow-up
* Use automated communication tools to ensure regular and personalised messaging
* Maintain a dashboard showing regularly updated figures of vaccinated clients
* Provide regular reports on bottlenecks, communication barriers, and other areas of concern

**Person specification**

Essential

Experience of administration and organising a function or service.

Excellent verbal skills and an ability to communicate with a wide range of audiences.

Experience of entering data on a spreadsheet or database, familiarity with Microsoft Office.

Commitment to working within an equality and diversity framework.

Knowledge of data protection and confidentiality requirements.

Good time management skills using project planning techniques.

Excellent attention to detail.

Desirable

Familiarity with a refugee community language would be useful e.g. Arabic.

Previous experience of working with refugees.

Applications will be reviewed on a rolling basis and this vacancy will remain open until filled. Interviews will be conducted by a panel of Refugee Action Kingston employees.

To apply, **click** [**here**](https://refugee-action-kingston.breezy.hr/p/f84f6bb4e3f601-health-officer).

*Not interested in this role? Maybe someone you know is. We’d be grateful if you share this vacancy with your networks and on social media.*