



Early Years Project Coordinator

Samos, Greece

Information Pack

**ACTION FOR
EDUCATION**



**PEDAGOGICAL INSTITUTE
OF LOS ANGELES**

WE ARE ONE



Refugee Children's Centres - Early Years Project Coordinator

Job Title: Early Years Project Coordinator

Location: Samos, Greece

Duration: This is a fixed term role for 6 months, with the potential for extension depending on performance and funding

Hours: 40 hours, Monday – Friday (exact hours to be confirmed)

Remuneration and Expenses: £1,000 consulting fees per calendar month, plus one return flight

About Us

Refugee Children's Centres was founded as a non-profit organisation in 2016 in response to the need for provision of a Child Friendly Space (CFS) in La Liniere refugee camp, France. A Children's Centre was established by a small team of independent volunteers with the aim of protecting the children's Right to Play, as set out in Article 31 of the United Nations Convention on the Rights of the Child. Through providing a safe, stimulating and nurturing space to play, the centre delivered a broad program of age-appropriate, play-based activities to children aged 0-17 years old. It was the sole provider of early childhood care and education and the main provider of psychosocial support, non-formal education and recreation for over 800 children living in the camp over the course of 15 months.

Following the closure of La Liniere in 2017, Refugee Children's Centres has focused on engaging in supportive and capacity building projects with partner organisations in Greece. Our projects have included buying resources to kit out a new CFS in Chios; placing a qualified teacher with a partner organisation to develop and strengthen their children's program; providing online mentoring sessions; and delivering training on Trauma Informed Care (TIC), managing CFS and Early Years and Primary Pedagogy.

We are now seeking an Early Years Project Coordinator to help us deliver our next project, Partnerships and Training: Capacity Building in Greek Refugee Camps and Children's Centres.

Our vision is to live in a world where every child has the best possible start in life, so they can flourish into unique, healthy, happy individuals with the ability to realise their full potential.

Our mission is to improve outcomes of refugee children by promoting healthy childhood development, psychosocial well-being and educational achievement through protecting children's right to play and delivering play-based interventions.

Refugee Children's Centres is a small, grassroots organisation registered under the auspices of the School Bus Project (Charity No. 1166972).

Role Overview:

Refugee Children's Centres (RCC) is providing support to a small network of organisations on the Greek island of Samos, working with refugee children (from birth to seven) and their mothers who are living in or around the Vathy Refugee Camp.

RCC is looking for a motivated, committed individual to support the 'We Are One' Women's Centre (0-2 years) and 'The Nest' Children's Centre (3 -7 years) (Action for Education/ Pedagogical Institute of Los Angeles) in providing high quality early years' provision.

As the Early Years Project Co-ordinator, you will play a key role in the planning and delivery of children's provision in both centres. You will also help to develop and implement monitoring systems to provide meaningful ongoing data for assessment.

Working alongside the managers of both centres, you will provide regular professional support and guidance to teams of long- and short-term volunteers.

Key accountabilities:

- i) modelling how to lead sessions to engage children and parents/carers in activities such as craft, storytelling and sensory play,
- ii) providing evidence-based advice, support and guidance on early childhood development and Trauma Informed Care in order to improve practice and standards
- iii) developing and implementing monitoring and assessment systems.

Key objectives of the RCC Partnerships and Training project:

1. to reduce stress and promote well-being by creating enabling environments that are welcoming, secure, nurturing and positive;
2. to foster children's self-esteem, confidence and resilience through positive TIC;
3. to promote acquisition of mother tongue languages, Greek and English;
4. to support the development of executive functioning and self-regulation skills;
5. to provide opportunities to nurture each child's own special strengths and interests and to develop a strong sense of identity and belonging;
6. to support the physical and cognitive developmental goals of children ages 0-7 years, in terms of gross and fine motor skills, cognitive and socioemotional skills;

7. to nurture the foundation for lifelong learning: active exploration, inspiration, creativity and intrinsic motivation.

Job description:

Key Accountabilities

- Lead the Early Years program in collaboration with We Are One, Pedagogical Institute of Los Angeles and Action for Education
- Develop and oversee a program of activities in the Women's Centre and the Nest that support ECCD, reduce stress and promote psychosocial wellbeing
- Provide regular training through observation and feedback, staff meetings and other stand-alone training sessions/workshops,
- Lead on the coordination of training events, courses and network meetings, responsible for related budget and procurement
- Encourage and promote strong parent or career/setting partnerships.

Working Relationships

- Develop strong, cooperative relationships with colleagues, clients and external partners
- Represent Refugee Children's Centres externally and manage relations with key stakeholders at all levels including local authorities, camp management, child protection practitioners and other charities and organisations
- Attend internal and external meetings to represent the service and be responsible for preparing information as required

Developing others

- Develop the skills and knowledge of colleagues and families/carers by sharing your knowledge of early childhood development, e.g. Early Years education, executive functioning, Trauma Informed Care (TIC), Safe Touch
- Be a point of contact as an RCC EY specialist, advising internal and external practitioners on early years practice

Monitoring and Analysis

- Develop and implement a monitoring and assessment system to ensure quality provision across both centres
- Review and analyse data and program delivery, making recommendations to the strategic management team

Other

- Observe all health and safety rules and guidance and to take all reasonable care to promote the health and safety at work of the clients, yourself and colleagues
- Carry out the responsibilities of the post at all times with due regard to equal opportunities, the Data Protection Act and the maintenance of confidentiality and service user choice
- Undertake such other duties as are consistent with the purpose of the post
- Report to the RCC Project Coordinator on a weekly basis (a representative will visit during your tenure to monitor progress)

- Identify and refer vulnerable children to relevant agencies providing case management and psychosocial support services
- Organise time efficiently and effectively to meet the requirements of the job
- Delegate responsibility for managing various aspects of the program

Person Specification

Essential criteria:

Experience	At least two years professional experience in the education sector, with particular focus on the early years, defined as birth to eight years' old
Qualifications	PGCE Early Years, BA Education or an equivalent early childhood education qualification, or demonstrable experience leading early years provision
Knowledge	Knowledge of child development, early childhood education and the Early Years Foundation Stage
	Understanding of mental health and the long-term impacts of trauma
Languages	English (Mother tongue or high level of fluency/C1 or 2 on the Common European Framework)
Behaviour	Approachable with excellent interpersonal skills when dealing with others on all levels
	Positive and resilient outlook and the ability to respond to challenges with optimism
	Patient, caring, sensitive to the needs of others, enthusiastic and dedicated
	Commitment to team-working and a willingness to learn with and from colleagues with different skills and experience, and the ability to reflect and learn from past experiences
	Excellent organisation and project management skills
	A commitment to children's rights, equal opportunities and anti-discriminatory practices
Other	Fully up to date enhanced disclosure DBS certificate for working with children and vulnerable adults
	A passport that enables travel and short-term residency within Greece or the ability to attain the necessary visa

Desirable criteria:

Experience	Experience planning, delivering and assessing play provision in refugee camps/conflict zones or in a setting with high numbers of children from refugee backgrounds
	Experience planning, delivering and assessing play provision for settings with high levels of EAL children
	Experience of providing guidance and support to a range of early education and childcare providers to improve quality
	Experience of working with parents and carers, home visits and/or managing and delivering early intervention programs

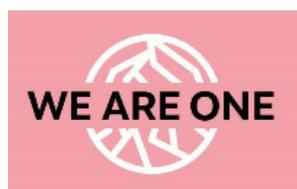
Qualifications	Up to date Paediatric or Emergency First Aid certificate
Languages	Good spoken and written grasp of any/all of the following languages: - Greek - Arabic - Farsi - French - Somali

Project Partners



School Bus Project

SBP has its roots in Northern France where it has worked to provide stimulating, safe and enriching environments to traumatized and displaced refugee children in the Calais and Dunkirk regions. They are now working to expand their focus to partners in Greece



We Are One

We Are One exists in partnership with the NGO Global Roots to support women who have been forced to flee their countries. On Samos we opened the We Are One Centre; a combination of a living room and a program space. Up to 150 women and their youngest children are able to visit the space daily. This space offers the possibility for women to get away from the camp, to rest, to meet other women and to participate in the We Are One program which includes yoga and dance classes, a quiet place to sleep or pray and visits from medical and legal NGOs who give presentations and answer questions. A Child Friendly space for infants and toddlers up to the age of two is constructed, so mothers can have a moment to nurture themselves or participate in the programs.

Action for Education/Pedagogical Institute of Los Angeles

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Action for Education is an independent, grassroots organisation founded in the UK and Greece in 2017. We develop and support projects that aim to remove the barriers to education for displaced communities, working on the Greek mainland and Aegean islands. In early 2019, we launched two new centres on Samos, a Youth Centre and a Children's Learning Space, as an emergency response to the desperate condition of refugees on the island – a critical bottleneck on the road of flight to Europe. Our Children's Learning Space - The Nest - is run in partnership with The Pedagogical Institute of Los Angeles and caters for children between the ages of three and eight in a safe, play-based environment. (www.thinkwithus.org).

Additional Information

- Before undertaking the role we will need to see a fully up to date, enhanced DBS check specifically focused on working with children.
- We will also need two references, at least one of which must be from an education/early years' professional.

Contract: The contract last six months and during this time you will need to send a monthly invoice to Jade Lee in order to have funds dispersed to a UK bank account.

RCC Contact: Project Co-ordinator, Jade Lee

Applications to: jade@refugeechildrenscentres.org

Deadline: July 15th. If we find a suitable candidate before this date we will fill the vacancy earlier.

Interviews via skype: July 22nd

Ideal start date: August 5th

