

Annual Report 2020

1.0 Introduction

Jobsearch | Employment | Mentoring (JEM) is a registered charity which was set up in October 2013 in response to concerns raised by the Black, Asian and Minority Ethnic (BAME) community about the negative effects of high unemployment on marginalised and disadvantaged groups within the community - to provide employability skills training and mentoring support to help improve the employment prospects and life chances of affected individuals.

The report covers the period between December 2019 and December 2020 and it is informed by evidence which includes the number of learners registered on the project, attendance figures, training sessions attended, and feedback from learners.

Specifically, JEM's application had the following aims:

To support 40 refugees and asylum seekers per year by providing:

- 30 ESOL classes;
- 30 Employability skills workshops (Job search, interview and presentation skills);
- 40 Computer training classes;
- 36 Mentoring support;
- Cultural awareness and British values.

Section 2.0 below provides some evidence that shows how JEM achieved these aims:

2.0 Activities

Following confirmation of the National Lottery Community Fund, we recruited three project staff (ESOL/Employability Trainer, IT Trainer and Project Co-ordinator/Mentor) in November 2019; and after induction, they started delivering the project in December 2019.

A summary of project activities is presented as follows:

Over 58 people have been helped during the period. Of these, 49 are asylum seekers and 14 have achieved refugee status. They accessed:

- 30 ESOL classes covering speaking, listening, reading and writing in English; the English alphabets, numbers, as well as understanding of dates and times; how to introduce oneself and ask questions; speaking in the past, present and future tenses; communicating about daily routines such as shopping and asking for directions.
- 21 Employability skills classes covering job search techniques, interview and presentation skills, CV and cover letter preparation, completing job application forms and health and safety at work.

- 39 IT classes which provided an understanding of how to use a computer, covering: how to use the mouse; keyboard skills; how to access the internet including searching for a job on the internet; send and receive emails; creating a document and saving it; print and attach a document to an email; how to use 'LearnMyWay' online resources; and staying safe on the internet.
- 37 Mentoring support, which is a thread that runs through all the project activities, covers confidence building and self-esteem; social skills; explore issues and barriers they may be facing; a discussion of British values including democracy, the rule of law, individual liberty, tolerance of those with different faiths and beliefs. This support was provided on an appointment basis.

3.0 Partnerships

JEM does not work in isolation but is linked to other organisations and it is an integral part of the infrastructure that supports refugees and asylum seekers in a variety of ways ranging from food banks and clothes banks, to benefits advice and arranging family reunions.

These organisations include:

- Derby Refugee Advice Centre;
- Bosnia and Herzegovina Association;
- Red Cross;
- Urban Housing;
- Migrant Help;
- Derby Adult Education Service;
- Derby Community Action;
- Derby News;
- Upbeat Communities;
- Multi-faith Centre;
- Derby College;
- Jobcentre Plus;
- Well for Life.

By working with partner organisations, JEM is able to raise awareness of the complex needs and barriers faced by refugees and asylum seekers and how they could support them when they are accessing their services. Additionally, this allows JEM to share best practice to develop a co-ordinated response in order to avoid duplication.

4.0 The difference the project has made

Of the 14 people who have achieved refugee status, 9 have found employment, 1 is doing voluntary work, and the others are either actively looking for employment or are in further education.

Despite the multiple lockdowns due to COVID-19 pandemic, assessment of the students learning journey has shown that there has been marked improvements as most of the students can now hold a reasonable conversation in English by way of

self-introduction, asking for directions, holding basic conversation and are able to communicate at the supermarket, doctor's surgery and on public transport. This marked development is significant as learners had limited or no English at the start of their learning journey.

At individual level, the project has improved the life chances of asylum seekers and refugees in so many different ways through:

- better understanding of the English language;
- increased motivation, confidence and self-esteem;
- reduction in social isolation;
- improvement in employability skills;
- Computer skills;
- improved timekeeping, teamwork and social and interpersonal skills;
- improvement in social integration resulting in community cohesion.

Below are comments made by course participants when asked the question 'what has been your experience at JEM':

- *"I enjoyed the course. You can have a laugh as well as learn".*
- *"I learn better here than the other places I have been because of the relaxed atmosphere and respectful and helpful manner of tutors".*
- *"They made me believe I can achieve my goal".*
- *"They provided excellent tuition. I now have the ability and confidence to apply for jobs and write CVs.*
- *"I registered on the course at JEM because they seem to understand my problems".*
- *"The course at JEM has given me confidence and renewed sense of purpose".*

Also, feedback from Derby College indicates a noticeable difference of improved English language skills and confidence among students who have attended classes at JEM.

At organisational level, JEM has increased its public awareness of the services it provides through media coverage and attendance at network meetings – resulting in increased profile which has enabled the organisation to reach an even larger and/or more diverse audience. Furthermore, staff and volunteers have acquired knowledge and project management and evaluation skills which will help the organisation to produce more and better projects in future. Moreover, some of the impacts may be felt in the medium to long term, possibly beyond the lifetime of the project. In particular, some of the asylum seekers who achieve their refugee status will progress to become volunteers, enter further education and/or find employment, and become integrated into the community. Those who gain employment will no longer receive Job Seekers Allowance, but become tax payers; and with their increased purchasing power, will contribute to the local economy.

5.0 Challenges

Prior to the first lockdown in April 2020, the organisation considered delivering its services on line via zoom. However, in consultation with learners this was not possible as learners did not have access to computers. Those with smart phones had no access to the internet and often run out of credit on their phone.

The only realistic option was to continue with face-to-face service delivery, which, to comply with COVID-19 social distancing and hygiene regulations, the physical environment of the centre had to be reorganised in order to hold smaller classes. And to make the centre COVID-19 secure, JEM applied for, and received grant from the National Lottery Community to purchase PPE, hand sanitisers, gloves etc. Staff and volunteers had to be inducted in the correct use of PPE, as well as being familiar with the organisation's guidelines which set out how to ensure that learners, staff, volunteers and visitors to the centre are as safe as possible.

The other challenge has been to ensure that learners from different religious traditions and cultural backgrounds (Bahai/Shia/Sunni/Christian) co-operate and work together in class. This has meant creating a welcoming, relaxed, informal and participatory learning environment; conducting initial assessments to obtain basic information about individual needs, background and the level of support required; establishing course ground rules in relation to punctuality, confidentiality and in particular respect for individuals, their views and belief; and incorporating elements of British values and principles in the mentoring lessons (democracy, the rule of law, freedom of speech, equality and diversity, and individual rights).

6.0 Conclusion

The National Lottery Community Grant has been an important lifeline for JEM; and the success of the project is evidence of the need for, and the value of, the services provided by JEM in the community. Despite COVID-19 and other challenges, JEM has run a successful project and this has really improved the life chances for project participants who have integrated into the community and who, as responsible citizens, are contributing to the local economy.

JEM
JOBSEARCH-EMPLOYMENT-MENTORING

FINANCIAL STATEMENTS
FOR
31 MARCH 2021

Charity Number 1158436

JEM
JOBSEARCH-EMPLOYMENT-MENTORING

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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JEM JOBSEARCH-EMPLOYMENT-MENTORING

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the trustees of JEM (Jobsearch-Employment-Mentoring)

I report on the accounts for the year ended 31 March 2021 which are set out on pages 2 to 5.

Respective responsibilities of the trustees and examiner

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M Newey

Mark Newey ACMA
Derby Community Accountancy Service
Babington Lodge
128 Green Lane
Derby
DE1 1RY

7/5/2021

Date

JEM

JOBSEARCH-EMPLOYMENT-MENTORING

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2021


2020			2021		
Total £			Unrestricted Fund £	Restricted Funds £	Total £
Receipts					
16485	Grants	note 1	0	37845	37845
0	Interest		0	0	0
16485			0	37845	37845
Payments					
1072	Facilitator, coaching and training	note 2	0	0	0
1530	Project management		0	0	0
7718	Salaries and Tax		0	24331	24331
2340	Premises hire		0	2160	2160
432	Travel expenses		0	166	166
154	Refreshments		0	21	21
473	Office supplies		0	0	0
460	Telephone		0	435	435
0	Equipment		0	555	555
470	Admin		0	880	880
0	Sundry		0	0	0
14649			0	28548	28548
1836	Surplus/(Deficit) for year		0	9297	9297
3938	Opening Balances		88	5686	5774
5774	Closing Balances		88	14983	15071

JEM
JOBSEARCH-EMPLOYMENT-MENTORING

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2021

2020			2021
£			£
5774	Balance at Bank		15071
0	Cash		0
720	Debtor	note 3	0
<u>6494</u>			<u>15071</u>
392	Creditors	note 4	442
<u>6102</u>	Net Assets		<u>14629</u>



Treasurer

11.5.21
Date



Chair

12-5-21
Date

JEM

JOBSEARCH-EMPLOYMENT-MENTORING

NOTES TO THE ACCOUNTS

Note 1

Grants

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Lottery Community Fund	0	34845	34845	16485
Garfield Weston Foundation Fund	0	3000	3000	0
	0	37845	37845	16485

Note 2

Facilitator, coaching and training

	Total 2021	Total 2020
	£	£
Coaching and mentoring	0	0
Building capacity	0	800
Workshop facilitator	0	0
ESOL classes	0	0
IT Tutor	0	272
	0	1072

Note 3

Debtors

	Total 2021	Total 2020
	£	£
Prepayment (Rent)	0	720
	0	720

JEM

JOBSEARCH-EMPLOYMENT-MENTORING

NOTES TO THE ACCOUNTS

Note 4

Creditors

	Total 2021	Total 2020
	£	£
HM Revenue and Customs	363	392
Salaries	79	0
	<u>442</u>	<u>392</u>

Note 5

Restricted Funds

	Opening Balance	Income	Expenditure	Closing Balance
	£	£	£	£
Lottery Community Fund	5686	34845	28548	11983
Garfield Weston Foundation	0	3000	0	3000
	<u>5686</u>	<u>37845</u>	<u>28548</u>	<u>14983</u>

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