



WHO WE ARE

Sona Circle Recruitment is a non-profit social enterprise based in the UK which connects employers with the skilled and dependable refugee workforce.

Our recruitment service provides a valuable resource to organisations who not only wish to hire a diverse workforce, but are socially conscious and wish to make a positive impact within their communities.

WORKING WITH EMPLOYERS

Sona Circle partners with companies to create employment opportunities for refugees within their organisations.

We provide employers with access to a large pool of qualified candidates through our vast network of partners that work directly with refugees in the UK.

SERVICES WE PROVIDE

Sona Circle offer two refugee employment programmes;

- » General Employment Programme
- » Internship Programme (3 or 6 months)

5 KEY BUSINESS BENEFITS OF HIRING REFUGEES

- » Diversify your workforce
- » Access skilled and qualified candidates
- » Increase employee communication and empathy
- » Higher retention rates
- » Decrease employee unconscious bias

7 WAYS TO CREATE A REFUGEE FRIENDLY RECRUITMENT PROCESS

- » Review your language requirements
- » Support refugees to transfer qualifications
- » Support employees' mental health
- » Offer internships and apprenticeships
- » Publicise inclusivity in your workplace
- » Combat unconscious bias by educating employees
- » Find a partner to help you recruit refugee candidates

REFUGEE EMPLOYMENT PROGRAMME



HIRING REFUGEES

GENERAL EMPLOYMENT PROGRAMME

Refugees come from diverse professional backgrounds and possess varied skillsets. Our job is to match up the dependable refugee workforce with businesses across different sectors.

By adopting principles of refugee-friendly employment, your business can access a pipeline of diverse talent for roles at every skill level.

Sona Circle Recruitment offers two levels of service:

- » Direct Placements for businesses seeking full time employees
- » Placement & Payroll services for businesses seeking part time or contract staff

INTERNSHIP PROGRAMME (3 OR 6 MONTHS)

The key to creating innovation is having the right people in your team. A company is all about its people and the best results often come from a combination of brilliant minds, that all bring something different to the table.

You can introduce diversity into your workforce by hiring a refugee intern to join your innovative start-up or growth company.

You will benefit from a bright, committed intern over a 3 or 6 month placement to help you keep up with the pace and agility of your growth. Meanwhile, the interns get the chance to gain valuable work experience that otherwise might be impossible for them to find.

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6 BUSINESS REASONS TO HIRE REFUGEES

- » Consumers care about diversity and inclusion
- » You could attract other skilled labour
- » Refugees have a variety of employable skills
- » Live your values and be human-centric
- » Get nominated for a diversity award
- » Sona Circle connects you with the skilled refugee workforce

CAN REFUGEES WORK IN THE UK?

Anyone with refugee status in the UK has the legal right to work.



REFUGEE INTERNSHIP PROGRAMME

Refugee Internship Programme Guidelines

1. The participants will be entitled to spend three or six months at the company in question, shadowing either one or several members of the team.
2. The exact activity undertaken by each participant will vary company to company, but all have committed to ensuring the participants get the best and most realistic possible experience of life at the company.
3. Participants can arrange exact working hours with the company, but they will be expected to work 8-hour days with an hour's lunch, Monday to Friday.
4. Participants will be paid the UK/London Living Wage for a 35-hour working week.
5. We hope that participants approach the internship positively and make the most of this opportunity. However, if this is not the case, the company reserves the right to terminate the internship due to inappropriate or unprofessional behaviour on the part of participants. If this occurs, the participants will not be paid. They will be paid the UK/London Living Wage up until the point of termination.
6. In the unlikely event that the participant wishes to terminate the internship due to inappropriate or unprofessional behaviour on the part of the company. They will be paid the UK/London Living Wage up until the point of termination.
7. The participants will be selected by the companies from a shortlisted group of candidates presented by Sona Circle. The companies will conduct an interview with their preferred candidates before making a final selection.
8. The internship will take place as soon as the opportunity is made available at a date mutually agreed between the participant and company.
9. All candidates must be over 18 when they undertake the internship.
10. A fee equivalent to 20% of the wages of the participant over the period will be payable to Sona Circle on the first day of the internship.
11. 100% of the proceeds will go to our non-profit social enterprise to help create further employment opportunities for refugees within their local communities and to enable refugees and asylum seekers to access support centres.
12. Sona Circle will not be held liable for any loss or damage on the part of the participant or the company however caused.