



Birmingham Community Hosting Network (BIRCH) is a registered charity number which aims to support vulnerable asylum seekers and refugees through the hospitality of Birmingham residents.

An opportunity has arisen for a Refugee and Migrant Support Practitioner to join our small team working 7 hours a week until 31 December 2018, with the intention to extend dependant on funding.

If you are interested in this opportunity please send a CV and covering letter to [lizzy@birchnetwork.org](mailto:lizzy@birchnetwork.org)

Interview date tbc- likely to be during the first two weeks of June.

<b>Title:</b>	<b>Birmingham Community Hosting Network (BIRCH) Refugee and Migrant Support Practitioner- Family Befriending Project 7 hours per week</b>
<b>Closing Date:</b>	<b>5pm, Thursday 24<sup>th</sup> May 2018</b>
<b>Location:</b>	<b>Birmingham. To be arranged with successful applicant- will involve mixture of homeworking, hot desking at Moseley Exchange, home visits etc</b>
<b>Payscale:</b>	NJC point 27 £12.78 per hour Funded until 31 December 2018  Subject to funding and need, there may be opportunity for additional hours within the contract period.
<b>CRB Level Required:</b>	Enhanced
<b>Reporting to:</b>	

## Job Description – Refugee and Migrant Support Practitioner

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	Trustees, Steering Group, colleagues
<b>Job Purpose:</b>	To develop and manage BIRCH’s Family Befriending Project, recruiting volunteer families to befriend unaccompanied and former unaccompanied asylum seeking children aged 16-25. To provide advice and advocacy to befriended young people and support volunteer families to build positive relationships with their befriendees.
<b>Key Activities:</b>	<ol style="list-style-type: none"> <li>1. Casework –to provide service users with information, advice and support including access to appropriate support services, legal support and awareness of their rights and entitlements. To provide advocacy on behalf of service users where necessary.</li> <li>2. Safeguarding – to ensure the safeguarding and health and safety of service users in accordance with BIRCH policies and procedures.</li> <li>3. People – to recruit, train and supervise volunteers to develop and extend the support available to service users.</li> <li>4. Relationships and networking – build and maintain networks and relationships with agencies to further the mission of BIRCH.</li> <li>5. Information – To maintain and develop effective systems for monitoring, evaluating and reporting on work.</li> <li>6. Monitoring and Evaluation – to complete progress reports and evaluations in line with funding requirements.</li> <li>7. Administration – to undertake administration tasks related to the post including volunteer recruitment, expenditure, casework and all other related tasks.</li> <li>8. Funding- to be proactive in searching and applying for funding to continue existing areas of work and develop new areas. To ensure that funding is reported on in a timely manner.</li> <li>9. Influence- being proactive in sharing the work we do with others via the website, social media, events etc.</li> <li>10. Governance- attending and contributing to</li> </ol>

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	<p>quarterly Steering Group meetings.          Developing a culture of accountability.          Working with colleagues to ensure the organisation runs within the guidelines set by The Charity Commission.</p>
<p><b>Attainments:</b></p>	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Experience recruiting and supporting volunteers</li> <li>- Relevant experience in working with individuals, families, children or young people from refugee and migrant backgrounds</li> <li>- Experience of identifying need and supporting people who are dealing with complex and sensitive issues</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- A good general standard of education</li> </ul> <p><b>Work based knowledge of</b></p> <ul style="list-style-type: none"> <li>- Issues affecting migrant and refugee individuals</li> <li>- Effective methods of working with vulnerable individuals</li> <li>- Safeguarding</li> <li>- Health and safety</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>- Clear and concise written and verbal communication skills</li> <li>- The ability to listen to others and work in a non-judgmental way</li> <li>- The ability to problem-solve, plan and negotiate in a creative way</li> <li>- IT Skills in word processing and email</li> <li>- Strong organisational skills</li> <li>- Ability to multi task</li> <li>- Efficiency- getting a lot done in a short space of time</li> <li>- Ability to build strong and effective working relationships with vulnerable service users from a wide variety of backgrounds and ages</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- Knowledge of issues affecting refugee young people, in particular unaccompanied asylum seeking children (UASC) and former UASC.</li> <li>- Experience of advice and advocacy work with refugees, asylum seekers and their families and other migrant groups</li> </ul>

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	<ul style="list-style-type: none"><li>- Knowledge of destitution amongst asylum seekers</li><li>- Working knowledge of asylum, immigration and housing legislation.</li><li>- Personal experience of having volunteered on a befriending scheme or having managed a befriending scheme</li><li>- Experience of having worked for a small charity with only one or two part-time staff members with minimal supervision</li><li>- Experience of fundraising, especially from grants and small trusts</li></ul>
<b>Special Job Circumstances:</b>	<p><b>This post has the following special circumstances:</b></p> <ul style="list-style-type: none"><li>● Hours/days of work are flexible. It is likely that for most weeks the hours will be worked over 2-3 sessions and days may change from week to week. The successful candidate will be responsible for managing their own diary and scheduling meetings and appointments around their other work/ personal commitments (for example, one week may entail an introductory meeting with a young person and family during an early evening, attending a youth club to take referrals on another evening and an advocacy session with a young person on another afternoon. Tasks will vary from week to week). The post will involve regular evening work and occasional weekend work.</li><li>● Travel will be required in the West Midlands area. Own transport preferable although not essential.</li><li>● Enhanced DBS Check is required</li></ul> <p><b><i>(Please note: if you have difficulty meeting these conditions because of a disability or family circumstances we will discuss it with you in order to consider reasonable adjustments to the job or working conditions)</i></b></p>