

## **JOB DESCRIPTION**

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| Job Title:        | Bilingual EUSS Advice and Support Workers<br>(Belfast, Lurgan, Derry~Londonderry – part-time positions and job shares possible; 2 full-time and 1 part-time equivalent available) |
| Salary:           | £24,964 Full time (35hr excluding breaks)   |
| Term:             | For immediate start – 31 March 2020   |
| Responsible to:   | Project Manager / Staff Supervisor /<br>Migrant Centre NI Management Board  |
| Probation Period: | 8 weeks from start date   |
| Annual Leave:     | 25 days pro rata plus statutory holidays  |
| Pension:          | Optional - 5% from employer and 3% from employee  |
| Working hours:    | Depending on location with some evening and weekend hours required<br>Fulltime 35hrs<br>Part-time/Job share 17.5hrs   |

### **Purpose of the Project**

The Migrant Centre NI in partnership with Advice NI is providing support to vulnerable EU citizens who might need additional help when applying for their immigration status through the EU Settlement Scheme.

We aim to both inform vulnerable EU citizens and their family members about the need to apply for settled status and support them to complete their applications to protect their status.

## **Main areas of responsibility**

- Contribute to the development of factsheets, presentations and other learning materials targeting the end user group;
- Contribute to evidence collection, outreach and publicity functions. Recording of data in a database relating all interaction with the project users and stakeholders is essential;
- Keep up to date with legislation and policy relating to Brexit and the EUSS scheme;
- Use effective and appropriate referral mechanisms;
- Undertake appropriate research and checks to look into general and more complex queries;
- Identify and report social policy issues as they arise;
- Ensure appropriate checks on potential applicants' immigration status and any other matters that could affect the outcome of their application are made and that advice on any risks is provided to them prior to application;
- Provide specialist immigration advice for clients;
- Ensure all case recording and other record keeping is completed accurately and within agreed timescales;
- Delivery of workshops and presentations, one-to-one advice and assistance, and outreach drop-in sessions as required;
- Assist clients in making EU Settlement Scheme applications via online and other available channels including immigration advice (EUSS specific);
- Provide outreach clinics at various locations as and when required including evenings and weekends;
- Plan, organise and deliver information and awareness raising sessions (including evenings and weekends);
- Make referrals to other organisations as and when required;
- Attendance at relevant meetings, conferences, trainings and forums;
- Liaison and networking with a wide range of agencies, NGOs, BME and private sector;
- Maintaining and updating an appropriate filing and administrative system and case recording;
- Complete monthly statistical monitoring requirements;
- Sign-post Migrant Centre NI's work where appropriate to both individuals and organisations;
- General advocacy of the interests of Migrant Centre NI; and
- Any other tasks commensurate with the responsibilities deemed appropriate by the Migrant Centre NI Management Board.

## **Personnel Specifications**

### **1. Qualification/Education**

- Educated to a degree level in relevant subject or other country equivalent or 1 year working experience providing Level 1 or higher immigration advice. **Essential**
- Level 1 OISC Immigration training **Desirable**
- NI OCN Level 3 or 4 Community Interpreting in any of the following languages: Polish, Slovak, Lithuanian, Bulgarian, Romanian **Desirable**

### **2. Experience**

- Minimum 1 year frontline working experience with voluntary and community sector organisations. **Essential**
- Minimum of 200 interpreting hours delivered in advice or social security settings sector **Desirable**
- Experience of delivering presentations **Desirable**
- Experience of organising and scheduling meetings **Desirable**

### **3. Knowledge**

- Understanding of EU Settlement Scheme **Essential**
- Knowledge of the BME Community Sector in Northern Ireland **Essential**
- Knowledge of UK Immigration Regulations **Desirable**

### **4. Abilities, aptitudes and skills**

- Demonstrated strong planning and organisational skills **Essential**
- Demonstrated ability to communicate clearly in both verbal and written English as well as one or more of the 26 EU languages with strong preference for speakers of Polish, Slovak, Lithuanian, Portuguese, Bulgarian and Romanian. **Essential**
- Demonstrated ability to work to deadlines **Essential**
- Demonstrated ability to work with groups as well as individuals in an inclusive and participatory matter **Essential**
- Demonstrated ability to work, communicate and liaise with a range of individuals, voluntary, community and statutory agencies **Essential**
- Computer literate in Microsoft Office packages and confident in use of Android devices and internet browsers **Essential**
- Ability to work independently and use own initiative **Essential**
- Excellent time management skills **Essential**
- Access to own transport and ability to travel within NI **Essential**

### **5. Personal qualities**

- Resourcefulness and enthusiasm **Essential**
- Ability and availability to work flexibly when required to do so including evenings and weekends **Essential**
- An understanding of the need for confidentiality and the need to treat sensitive information with discretion **Essential**
- Cultural sensitivity **Essential**
- Ability to work well in a team **Essential**

