



**INTERNATIONAL RESETTLEMENT AND
SUPPORT SERVICES FOR THOSE DETAINED**

JOB TITLE	Project Worker
SALARY	£23,000 to £25,000
REPORTING TO	Project Manager
RESPONSIBLE FOR	N/A
DURATION	One year, renewable subject to funding
LOCATION	Heathrow and Yarl's Wood IRC'S and Hibiscus Head Office
HOURS	35 hours per week
PURPOSE OF JOB	<p>As a Project Worker you will help provide vital support to people who are resident within the detention centre.</p> <p>Our service users face unique challenges during their time in detention and represent some of the most vulnerable and marginalised groups within society. This role will involve working directly with clients and alongside other agencies to ensure residents are cared for and supported in line with the Hibiscus ethos.</p> <p>Your role will require you to work collaboratively with centre staff and Hibiscus colleagues to prepare clients for overseas resettlement, providing advocacy, advice, emotional support, family liaison, conducting assessments and making referrals.</p> <p>You will maintain and develop relationships with appropriate international agencies and continuously develop information on same.</p>
The individual	
<p>We are looking for someone who is motivated and passionate about the rights of individuals faced with having to leave the UK: has the ability to manage and direct key service delivery initiatives and projects within set timescales and who has the knowledge and significant experience of working in either a prison or immigration removal centre or supporting refugees/undocumented migrants.</p>	

Managing Services and Delivery

- Provide face to face interviews with clients and conduct thorough and detailed assessments of client need.
- Organisation and delivery of regular workshops to clients.
- Initiate, develop and maintain relationships with other stakeholders/agencies inside the centre.
- Manage a portfolio of cases facilitated by assertive engagement, strength based assessments and the delivery of high quality interventions.
- Provide information and advice on relevant issues including immigration, health, relocation and resettlement.
- Provide a sign-posting and referral service relating to immigration and asylum processes.
- Produce detailed quality, professional written reports.
- Maintain appropriate records and statistics regarding clients.
- Maintain detailed and up to date administrative systems.
- Produce monthly reports to the Project Co-ordinator/Manager for inclusion in updates to staff, board members and stakeholders.
- Maintain a system of record keeping and data production with a view to grant funder's and evaluator's requirements. To ensure that all records kept are compliant with the Data Protection Act.

Communication

- Communicate appropriately using a range of communication methods.
- Communicate in a confident, informed and authoritative manner, in line with established policies, practices and priorities of the organisation in order to maintain and enhance organisational credibility.
- Liaise with the communications and research team to identify good news stories and potential topics for areas of research.

Knowledge

- Undertake training to keep abreast of developments in the key areas of criminal justice and the immigration laws and rules which inform the work of Hibiscus Initiatives.
- Have a working knowledge of how immigration laws impacts on people's lives and advocating on their behalf with both the statutory and voluntary organisations

Political Sensitivity

- Have an awareness of and commitment to the ethos, aims and objectives of Hibiscus Initiatives
- Brief management of policy and operational developments pertaining to your area of work.
- Recognise and deal with a range of strategic political and sensitive issues that impact on the service area.
- Represent the organisation on forums, working groups and at conferences etc.

Resources

- Be responsible for monitoring and controlling expenditure allocated to this area of work.
- Be responsible for obtaining best value on expenditure.

AND, to carry out any other duties as discussed and agreed with your line manager which are deemed to be a requisite of the role

Essential = E

Desirable = D

Application Form = A

Interview = I

Education/Qualifications	Degree Level	D	A	
	Advice and Guidance Level 3	D	A	
	OISC accredited	D	A	
Skills/Abilities	Excellent written and verbal communication and presentation skills	E	A	I
	Excellent listening skills	E		I
	Strong IT skills, including Microsoft Packages, Outlook and the Internet	E	A	
Ability to	<ul style="list-style-type: none"> work within all agreed policies and procedures 	E		I
	<ul style="list-style-type: none"> deliver services in a non-judgemental and empathetic manner 	E	A	I
	<ul style="list-style-type: none"> ability to set personal priorities, objectives and deadlines while maintaining a focus on the key service priorities 	E	A	I
	<ul style="list-style-type: none"> manage a budget to the standard required whilst delivering high quality, value for money services. 	E	A	
	<ul style="list-style-type: none"> speak another language other than English 	D	A	
	<ul style="list-style-type: none"> work on own initiative, without supervision 	E		I
	<ul style="list-style-type: none"> work effectively as part of a team 	E	A	I
	<ul style="list-style-type: none"> achieve personal and team performance targets 	E		I
	<ul style="list-style-type: none"> maintain personal and professional boundaries 	E		I
	<ul style="list-style-type: none"> demonstrate emotional resilience 	E		I
	<ul style="list-style-type: none"> acquire new skills and demonstrate a strong commitment to learning and continuous professional development for self and others 	E	A	
	<ul style="list-style-type: none"> demonstrate political awareness and knowledge of political developments in respect of immigration law and policy 	D		I
	<ul style="list-style-type: none"> work in different centres and flexibly, when required, including evening and weekend working 	E		I
Experience	Assisting vulnerable people within a custodial environment, criminal justice setting or immigration detention.	E	A	I
	Service delivery in a non-judgemental and empathetic way.	E	A	
	Effective working relationships with partner agencies, both statutory and voluntary	E	A	
	Working within an overseas resettlement capacity	D	A	
Knowledge and Understanding	Understanding of the complex needs of foreign nationals who subject to immigration rules and restrictions or have been involved in the criminal justice system.	E		I
	Awareness and commitment to safeguarding practices and policies, and the ability to promote safeguarding among clients and colleagues.	E		I
	Knowledge and understanding of the Data Protection Act	E		I
Other Requirements	Home Office Clearance or the ability to be cleared to work in a removal centre.	E	A	I
	Adhere to Hibiscus' Equality and Diversity, policy and anti-discriminatory practice in all areas of our work	E		I
	Availability to work in different centres and flexibly, when required.	E		I

Please download an application form and Job description. Please send completed application forms to recruitment@hibiscus.org.uk

Please note we do not accept CVs.

Closing date for applications:

Interview date: