

JOB DESCRIPTION

JOB TITLE	Project Worker - IRCs This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.
TEAM	International Resettlement and Detention Services
SALARY BAND	£24,000 to £28,000* *The successful candidate will be appointed towards the lower end of the salary scale
REPORTING TO	Project Coordinator - IRCs
RESPONSIBLE FOR	N/A
DURATION	One year, renewable subject to funding
LOCATION	Derwentside IRC and Hibiscus Head Office, London
HOURS	35 hours per week
PURPOSE OF ROLE	<p>As a Project Worker you will help provide vital support to women who are resident within the immigration removal centre (IRC).</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>
<p>The individual</p> <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>	

KEY RESPONSIBILITIES

Service Delivery

- Provide face to face support to clients and work in collaboration with them to identify their needs.
- Organisation and delivery of regular workshops to clients; focusing on culture, diversity and other significant events.
- 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 delivery of high quality interventions.
- Provide information and advice on relevant issues of support including immigration, health, relocation and resettlement.
- Provide a sign-posting and referral service relating to immigration and asylum processes.
- Maintain accurate client records, reports, administrative systems and databases, ensuring that all records kept are to the requirements of grant funders and evaluators and compliant with GDPR.
- Produce detailed, professional written reports to the Project Co-ordinator/Manager for inclusion in updates to staff, board members and stakeholders.
- Work with clients and other projects across Hibiscus to ensure that the voices of those we support are at the forefront of our work, including through impact-led monitoring and evaluation.

Partnership Working

- Communicate with external agencies and partners in a confident and informed manner, in line with established policies, practices and priorities of the organisation.
- Liaise with the specialist welfare service, community and prisons teams, as well as policy teams within Hibiscus to identify positive working and potential topics for areas of research.
- Advocate for clients within the centre with both statutory and voluntary organisations.

Knowledge

- Undertake training to keep abreast of developments in the key areas of criminal justice and of the immigration laws and rules which inform the work of Hibiscus.
- Motivation and passion to understand immigration law and how it impacts people's lives.
- Research new avenues of support for clients both overseas and in the UK.

Political Sensitivity

- Have an awareness of and commitment to the ethos, aims and objectives of Hibiscus whilst working in a politically sensitive workplace (including IRCs).
- Recognise and deal with a range of strategic political and sensitive issues that impact on the service area.
- Able to represent Hibiscus positively within an immigration removal centre setting, and adherence to the associated workplace requirements whilst co-locating.

FURTHER INFORMATION

- The post holder will be subject to checks by the Disclosure and Barring Service and a Counter Terrorism Check
- The post holder will need to have been in the UK for a minimum of 3 years to ensure the clearance process is authorised
- The post holder must at all times carry out duties and responsibilities with due regard to Hibiscus equal opportunities policies and procedures
- The post holder must ensure that personal information for clients, members of staff and all other individuals is accurate and kept secure and confidential at all times, in compliance with GDPR

- The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required
- The post holder is required to fully familiarise themselves with and comply with Hibiscus policies and procedures
- The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report as necessary any untoward accident, incident potentially hazardous environment

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to their grade, that are not listed above, at the direction of their line manager.

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PERSON SPECIFICATION

We are looking for someone who is passionate about the rights of women when faced with having to leave the UK, who also understands the difficulties and challenges faced by migrants and those within the immigration system. This could be from your own lived experience, volunteering or employment. You should be comfortable and able to work in a positive partnership within a multi-agency approach, including with NGOs, governmental agencies such as the Home Office and immigration removal centres. Experience of supporting those who have been marginalised due to their immigration status would be an advantage. Knowledge of trauma-informed practices would be beneficial although training will be given.

Other skills and knowledge that would benefit you when working in this role are:

- Written and verbal communication skills
- Presentation skills
- Active listening skills
- IT skills, including Microsoft packages, Outlook and the internet
- Able to deliver services in a non-judgemental and empathetic manner
- Able to set personal priorities, objectives and deadlines while maintaining a focus on the service
- Can work on own initiative
- Works effectively as part of a team
- Effective at building working relationships with partner agencies, both statutory and voluntary
- Has an understanding of the complex needs of migrants who are affected by immigration restrictions
- Awareness of and commitment to safeguarding practices and policies and the ability to promote safeguarding among clients and colleagues
- Will adhere to Hibiscus' Equality and Diversity policy and anti-discriminatory practice in all areas of work
- Can demonstrate political awareness and knowledge of political developments in respect of immigration law and policy
- Experience or understanding of overseas resettlement capacity
- Knowledge of another language as well as English