

## JOB DESCRIPTION

<b>JOB TITLE</b>	Project Worker (Specialist Welfare Services)  <b>This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.</b>
<b>TEAM</b>	International Resettlement and Detention Services
<b>SALARY BAND</b>	£24 000 - £28 000*  *The successful candidate will be appointed towards the lower end of the salary scale
<b>REPORTING TO</b>	Head of International Resettlement and Detention Services
<b>RESPONSIBLE FOR</b>	N/A
<b>DURATION</b>	One year, renewable subject to funding
<b>LOCATION</b>	Derwentside IRC and Hibiscus Head Office, London
<b>HOURS</b>	35 hours per week
<b>PURPOSE OF ROLE</b>	<p>As a Project Worker you will help provide vital support to people who are resident within the female detention centre. Our service users face unique challenges during their time in detention and represent some of the most vulnerable and marginalised groups within society.</p> <p>This role will involve working directly with clients and alongside other agencies to ensure women 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 providing information, advocacy, advice, emotional support, conducting assessments and making referrals.</p>

### The individual

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.

## KEY RESPONSIBILITIES

### Client Care

- Provide practical and emotional support to clients
- Deliver group-based support workshops in order to promote self-esteem and wellbeing
- Promote trauma informed support, so that clients feel able to express anxieties, needs and concerns

### Managing Services and Delivery

- Provide face to face support with clients and conduct thorough and detailed assessments of their needs
- Organisation and delivery of regular workshops to clients and group support programmes.
- Initiate, develop and maintain relationships with other stakeholders/agencies inside the centre
- Provide information and advice to women within the centre on relevant issues including immigration, health, welfare and resettlement
- Provide a signposting and referral service relating to women within the immigration sector
- Produce monthly reports for inclusion in updates to staff, board members and stakeholders
- Maintain a system of record keeping and data production with a view to grant funders and evaluator's requirements and to ensure that all records kept are compliant with the Data Protection Act

### 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 knowledge of how immigration laws impact 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.
- Recognise and deal with a range of strategic political and sensitive issues that impact on the service area

## 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 is expected to carry out any additional duties as discussed and agreed with your line manager which are deemed to be a requisite of the role
- 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 the Data Protection Act 2018
- 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