

JOB DESCRIPTION	
JOB TITLE	<p>Project Worker (Gatwick Pre-Departure Accommodation)</p> <p><b>This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.</b></p>
TEAM	International Resettlement and Detention Services
SALARY BAND	<p>£24,000 to £28,000*</p> <p>*The successful candidate will be appointed towards the lower end of the salary scale</p>
REPORTING TO	Project Coordinator (Gatwick Pre-Departure Accommodation)
RESPONSIBLE FOR	N/A
DURATION	One year – renewable, subject to funding
LOCATION	Gatwick Pre-Departure Accommodation within Gatwick IRC and Hibiscus Head Office, Holloway Road, London
HOURS	35 hours per week – may include working outside of business hours
PURPOSE OF ROLE	<p>As a Project Worker you will help provide support and guidance to families who are placed within Gatwick Pre-Departure Accommodation (PDA).</p> <p>Migrant families, who we support, face unique challenges during their time in Gatwick PDA and represent some of the most marginalised groups within society.</p> <p>The project worker role will involve working directly with families and alongside other agencies to ensure families and children are cared for and supported in line with the Hibiscus ethos.</p> <p>Your role will require you to work collaboratively with Gatwick PDA staff and Hibiscus colleagues to help families prepare 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 research new avenues of support.</p>

## KEY RESPONSIBILITIES

### Service Delivery

- Provide face-to-face support to families (including children) and work in collaboration with them to identify their needs
- Support, develop and maintain relationships with other stakeholders/agencies inside the PDA
- Ensure frontline work and communication with families is carried out professionally, using a range of developed and research-approved techniques, such as the trauma-informed approach, gendered person-centred approach, as well as therapeutic practices such as Capacitar and solution-focused theory (training will be offered)
- Ensure safeguarding is a key consideration when working with the families
- Provide information and advice on relevant areas of support including immigration, health and wellbeing, and resettlement (training can be provided in these areas)
- Maintain accurate client records, reports, administrative systems and databases, ensuring that all records kept are compliant with GDPR
- Work with families 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 international resettlement, community and prisons teams, as well as policy teams within Hibiscus to identify positive working practices and potential topics for areas of research
- Advocate for families within the PDA 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 families 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 need to have been in the UK for a minimum of 3 years to ensure the clearance process is authorised
- The post holder will be subject to checks by the Disclosure and Barring Service and a Counter Terrorism Check
- 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 families with children faced with having to leave the UK, and 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 NGO's, 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
- 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
- Able to work from different locations and flexibly when required, including evening and weekend working
- 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