



VACANCY: ADVOCACY ASSISTANTS X4

African Rainbow Family (ARF) is a small registered charity (No. 1185902) that support lesbian, gay, bisexual, transgender intersexual and queer (LGBTIQ) people of African heritage and the wider Black Asian Minority Ethnic groups. ARF was established in 2014 by a lesbian in the wake of some Commonwealth countries in Africa's toxic and draconian anti-gay laws; persecutions and environment which seek to criminalise LGBTIQs for the preference of whom they choose to love. ARF provides:

- Support For LGBTIQ Refugees and People Seeking Asylum
- Support communities who face constant harassment, hate crimes and discrimination heaped on them by an ignorant society because of their sexuality or sexual preferences and or gender identity.
- Campaigning For Global LGBTIQ Equality.

We are looking to expand our small but effective team and have an exciting opportunity for **four** additional part time **Refugee Advocacy Assistants**. Each Advocacy Assistant will live locally and work one day a week at our centre local to them – **Manchester or London or Birmingham or Leeds**. The ideal candidates would each live locally in either **Manchester or London or Birmingham or Leeds** where we have centres.

KEY RESPONSIBILITIES

This role will work one day a week alongside and support our Refugee Advocacy Lead to ensure the effective and efficient delivery of our advocacy services to African Rainbow Family's service users. You will be dealing with asylum and human rights cases based on an individual's sexual or gender identity - interacting directly with LGBTIQ people seeking asylum and supporting them throughout the process.

The role involves liaising with solicitors, doctors, social workers, mental health professionals and others supporting people seeking asylum and includes training others in how to deal with LGBTIQ asylum cases. Though predominantly based at our offices in Manchester, Leeds, London and Birmingham centres, this role will require some travel outside of these centre including to immigration detention centres. The applicant will be required to occasionally work in the evening and at weekends.

African Rainbow Family is committed to equality and diversity and we welcome applications from all sections of the LGBTIQ community. The post will be subject to a genuine

occupational requirement and is only open to people who identify as lesbian, gay, bisexual, trans or intersex.

SALARY: £21,547.5/annum pro rata (Actual: £4,596.80/annum). There is opportunity for job progression and salary increase subject to funding.

LOCATION: One Advocacy Assistant at each centre: Manchester or London or Leeds or Birmingham with some travel.

CONTRACT TYPE: Fixed term / Part Time – 8 hours per week

CLOSING DATE: 5pm, Saturday, 25 June 2022. Interviews to be held in weeks commencing

4 & 11 July 2022. In person, in 2 stages.

HOW TO APPLY: E-mail applications to recruitment@africanrainbowfamily.org

The job description and person specification are attached. Return the completed application form and monitoring form to ARF. Please contact the Founder and CEO, Aderonke Apata, for a confidential discussion about this position if required. Tel: 07711285567. The successful applicant will be required to undergo an enhanced DBS check and to disclose all non-protected criminal records at the point of conditional job offer.

African Rainbow Family is committed to equality and diversity and we welcome applications from all sections of the community. We encourage people with live experience of immigration/seeking asylum or LGBTIQ community to apply.

Benefits include:

- 23 days pro rata annual leave including Bank Holidays
- Equipment to support remote working.
- Flexible working policy.
- Pension scheme.
- Development and growth opportunities.
- Flexibility around other commitments for part-time staff.
- Paid staff day off on their birthday
- Salary review
- Employee reward scheme
- Employee wellbeing support
- Paid Sick leave after 6 months

JOB DESCRIPTION

The Assistant Advocacy person will provide direct support to LGBTIQ people seeking asylum including in immigration detention centres.

The post involves:

- Registering prospective new service users and, when possible, making referrals to African Rainbow Family's Moving-On and Integration service, solicitors etc;
- Providing non-legal and general information and signposting regarding the asylum process;
- Visiting people in detention to provide support and collect or deliver documents for solicitors and others;
- Liaising with solicitors in connection to specific cases e.g. attending legal appointments with vulnerable people seeking asylum;
- Facilitating and enabling service users to write their personal statements (this process may take several sessions), writing letters of support, writing case reports on the background and current life of the claimant;
- Providing one-to-one support when people are in vulnerable situations;
- Making referrals to Freedom from Torture, Helen Bamber Foundation, Medical Justice etc.;
- Working with doctors, social workers, mental health professionals and others supporting people seeking asylum;
- Attending court hearings to support witness statements made by African Rainbow Family;
- Giving telephone support to people seeking asylum;
- Facilitating and attending asylum legal meetings, attending social/drop in meetings;
- Facilitating therapeutic discussion groups including our mental health support and creative writing sessions;
- Supporting the social element of African Rainbow Family, e.g. Prides, social meet ups, monthly meetings, exhibitions, etc.
- Delivering training sessions to outside agencies and civil society actors;
- Assist in setting up LGBTIQ asylum groups UK wide;
- Work alongside volunteers;
- Assist the Refugee Advocacy Lead;
- Outreach work with other organisations to enable broad support of people seeking asylum;
- Undertaking other reasonable tasks as requested.

Reporting:

The Refugee Advocacy Lead will supervise the Refugee Advocacy Assistant.

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Qualifications and Experience
Committed to the aims of African Rainbow Family with some knowledge of immigration and asylum issues
Experience in one or more of the following: social work, counselling, casework (legal or non-legal) or professional support
Experience of working in, or familiar with, the LGBTIQ community
Experience of delivering training
Ability to facilitate small group discussion in a therapeutic setting
Skills and abilities
Excellent listening skills and an ability to create respective rapport and an environment to enable good communication, especially with those unable to or not used to talking about their sexuality
Passionate about equality and human rights, particularly those affecting LGBTIQ people seeking asylum
Able to communicate sensitively and sympathetically with and able to assist often traumatised and vulnerable people seeking asylum
An articulate, confident communicator with strong verbal and written skills, ability to write reports
Ability to work independently with a proven ability to prioritise work and work to deadlines
Ability to respond flexibly to a fast changing environment
Able to focus on both broad issues and details
Self-sufficient in the use of IT and software packages
Ability to work in a multi-disciplinary team
General and specialist knowledge
Understanding of wider social justice and diversity issues
Ability to work flexibly and outside regular office hours

DESIRABLE

Experience of working in the voluntary and/or community sector
Experience of and ability to work within a co-operative structure
Legal or human rights background
Knowledge of coming out experiences across cultures
Have a political and social awareness of the vulnerabilities of LGBTIQ people seeking asylum
Experience of coming out