



REFUGEE MOVING-ON AND INTEGRATION OFFICER

Job Title:	Refugee Moving-On and Integration Officer
Location:	Office-based; open to flexible working arrangements from anywhere in England, with a preference for Manchester, London, Birmingham or Leeds, with some travel including to partner meetings.
Hours:	Full time (37.5 hours/ week Monday to Friday 9:00am – 5:00pm)
Salary:	£20,000 per annum (subject to annual cost of living review)
Leave:	23 days annual leave including Bank Holidays rising after 24 Months by 1 day after each year of service to maximum of 28 days per year.
Contract:	2 years fixed term contract with possibility of extension depending on funding availability
Reporting to:	Chief Executive Officer
Closing date:	5pm, Saturday, 25 June 2022
Interview date:	Weeks commencing 4 & 11 July 2022. Interviews will be held in person, in 2 stages.

African Rainbow Family is looking for a dynamic **Refugee Moving-On and Integration Officer**, passionately committed to upholding the rights of LGBTIQ people who have been granted asylum and those still seeking asylum in England and Wales at a critical time for the future of the asylum system and the rights of refugees.

We are a small but friendly and specialist team that campaigns for the rights of LGBTIQ refugees and people seeking asylum from African heritage and wider BAME. We work with an extensive network of frontline partners to advocate for progressive change in the asylum and immigration system. In addition to the Chief Executive Officer, the team are based in Birmingham (covering the West Midlands), Leeds (covering Yorkshire and Humber), Manchester (covering the North West), London (covering the South of England) and Cardiff (covering Wales).

The successful candidate will work in partnership with local and national organisations and networks to develop and implement strategies for moving refugees on through labour market and social integration including empowering those still seeking asylum. The ideal candidate will be responsible for providing excellent standards of moving-on and integration support, as well as quality information advice and guidance, to enable the move-on and successful integration of LGBTIQ refugees and those still seeking asylum.

We are looking for a motivated and enthusiastic person to join our dedicated refugee support team. This role requires resilience, creativity and a willingness to work flexibly in order to meet the needs of both African Rainbow Family and our beneficiaries. The ideal candidate will promote change locally and nationally. To that end, they will have experience of successfully developing and delivering creative and impactful resources that can achieve policy change. They will be able to effectively build strong partnerships and work collaboratively with partners to identify gaps, amplify existing work and facilitate connections. They will be a self-starter, able to spot influencing opportunities and swiftly mobilise support to seize them. They will have excellent knowledge of the asylum system and a commitment to providing a platform for the voices of those with direct experience of it.

We welcome applications from people of all abilities/disabilities and backgrounds as we believe that each person brings their own valuable experiences to what we do. We encourage people with lived experience of the UK asylum system to apply. The successful candidate must have the right to work in the UK.

Get to know us...

African Rainbow Family (ARF) is a small registered Charity (No. 1185902) which has been supporting LGBT+ refugees and those seeking asylum through the asylum and immigration process and campaigning for their rights since 2014. This includes people of African heritage, the wider Black Asian Minority Ethnic groups and anyone that identifies as an LGBT+ refugee and/or seeking asylum. We provide peer support, advocacy, advice, information and counselling.

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.

Since it was established in 2014, African Rainbow Family has played a significant role in bringing about positive change for refugees and people seeking sanctuary in the UK. We are part of many coalitions working together to empower people seeking asylum to make a change in the immigration system.

We are a catalyst and convenor of collaboration and joint action. Our work helps strengthen collective advocacy on asylum reform and bridges the gap between policy and the reality on the ground.

We became a charity in late 2019 last year and have ambitious plans for the future as we seek to maximise the potential of our collaborative campaigning and

communication model and identify opportunities for change at local, regional and national levels, in a challenging external environment.

Our main office is in Manchester with 4 other centres in Leeds, Birmingham, London and Cardiff. A mix of working at home and/or the office is likely for the foreseeable future. There is however, a need for commitment for time in the office. This can be arranged. **We therefore welcome applicants from across the UK.**

Benefits include:

- 23 days annual leave including Bank Holidays
- Equipment to support remote working.
- Flexible working policy.
- Pension scheme.
- Development and growth opportunities.
- Free parking at our office.
- Paid staff day off on their birthday
- Paid 2 duvet days a year
- Salary review
- Employee reward scheme
- Employee wellbeing support
- Paid Sick leave after 6 months

Attachments

- Job description and person specifications
- Application and equal opportunity forms
- Policy on the Recruitment of Ex-Offenders

HOW TO APPLY: Please read the job description and person specification. Email your completed application form and optional monitoring form to recruitment@africanrainbowfamily.org. For more information on this role or for an informal discussion please contact Aderonke Apata, Founder and CEO: 07711285567. If you know of someone who might be interested in this vacancy, please ask them to get in touch.

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.

The closing date for applications is **5pm, Saturday, 25 June 2022**

Interviews will be held in person, in 2 stages from **weeks commencing 4 & 11 July 2022**

We are sorry that we are unable to provide feedback to unsuccessful candidates.

The vision

For all LGBTIQ refugees and those seeking asylum in the UK to be successfully moved-on from African Rainbow Family and integrated into the society with access to adequate accommodation, employment and education.

Job Description

Key Responsibilities

- Completing an initial needs and risk assessment for each person referred to African Rainbow Family's services.
- Providing person-centred and culturally sensitive support to beneficiaries.
- Developing a personalised plan of support for each person and ensuring that the plan of support is reviewed regularly.
- Giving advice and support on a range of issues including housing, finance, education, early career initiatives, employment, and health, as required.
- Supporting people with budgeting / registering with care providers / creating social networks / volunteering / training / employment opportunities etc.
- Signposting to other relevant external agencies and referral partners as appropriate.
- Organising and attending group trips to local places of interest for beneficiaries.
- Developing links with external organisations or agencies to promote the needs of refugees and create opportunities for partnership working.
- Effectively managing a designated caseload of beneficiaries, as well as keeping accurate records and maintaining case files to a high standard.
- Fully participating in team meeting, staff meetings, training sessions, supervision and any other relevant forum or communication processes.
- Accompanying beneficiaries to appointments with statutory and/or voluntary services.
- Ensure that the moving-on and integration project provides at least four group workshops each year to refugees and those seeking asylum in areas such as housing legal rights, civil issues, welfare reforms and housing.
- Provide practical assistance such as letter writing, accompanying clients to local schools, job centre plus or others, and form filling.
- Negotiate with service providers on behalf of service users, if requested.
- Support service users in accessing legal representation as related to moving-on and integration.
- Assist service users in accessing appropriate services not covered by African Rainbow Family.
- Follow the wishes of service users and support their rights to make informed decisions.
- Encourage service users to self-advocate where possible and support them in doing so.

- Organising meetings and visiting beneficiaries both at their homes and in the community.
- Completing online or paper forms for employment, welfare benefits etc.
- Provide strategic direction to achieve funding targets and outputs.
- Maintain existing / develop new partnerships with other organisations in order to establish referrals, share resources, promoting and publicising African Rainbow Family's activities and raising the quality of the Move-On and Integration services.
- Maintain independence from statutory service providers and represent LGBTIQ people seeking asylum at meetings and reviews impartially.
- Organise workshops to statutory service providers on LGBTIQ refugee and those seeking asylum's community needs.
- Manage project systems and procedures, and ensure professional best practice and compliance with internal and funder requirements.
- Monthly and annual reporting: collating beneficiary data, management and reporting to the Chief Executive Officer.
- Any other tasks commensurate with the role.

Person Specification:

ESSENTIAL:

- Experience of working with refugees and people seeking asylum in a voluntary or paid capacity.
- A commitment and desire to support refugees with their integration in the UK.
- Experience of providing advice and guidance, integration and culturally sensitive support.
- Experience of creating support plans, completing needs assessments.
- Experience and knowledge of working with people with complex/multiple support needs.
- Ability to effectively assess, manage and continuously review needs and risks.
- Ability to maintain accurate records and manage a caseload.
- Strong organisational and planning skills.
- Ability to manage own time, whilst also working within a team.
- Understanding the importance of safeguarding, in relation to working with vulnerable adults.
- Confident Microsoft skills - Outlook, Excel, Word and PowerPoint.
- Strong verbal and written communication skills.
- A commitment to Equality and Diversity principles
- A commitment to the professional representation of African Rainbow Family.

DESIRABLE:

- Knowledge of a community language(s) and/or experience of being a refugee.
- Understanding of the welfare benefits system.
- Experience of supporting people using assessment and support planning tools.
- Experience of supporting people to understand their tenancy rights and responsibilities, including housing management issues.
- Local knowledge and networks, including specialist agencies providing services for refugees.
- Experience of utilising policies and procedures to ensure best practice principles are followed.
- Knowledge of legislation relating to moving-on and integrating refugees.
- Ability to support people to manage budgets and debts.
- Sufficient knowledge of legislation in relation to housing, welfare and employment matters -Casework