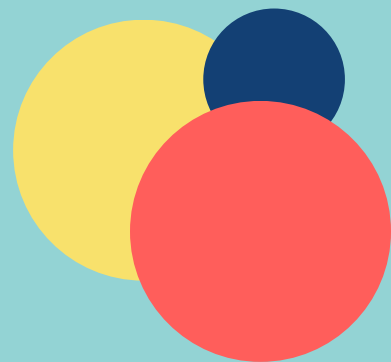




# Head of Youth Services (maternity cover)

## **JOB PACK**



# TABLE OF CONTENTS

**01**

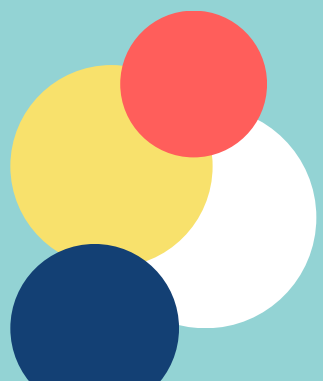
WORKING WITH US

**02**

JOB DESCRIPTION &  
PERSON SPECIFICATION

**03**

HOW TO APPLY



# ABOUT SLRA

SLRA is a frontline community organisation established in 1991 which supports refugees, asylum seekers and migrants in crisis in South London. We provide specialist legal advice and holistic casework to enable people to regularise their immigration status, access rights and entitlements and move on from destitution. Every year we provide support directly to over 1,000 migrants in the London Boroughs of Lambeth, Merton, Croydon, Wandsworth, Southwark and beyond. Our support gives marginalised people access to justice and the opportunity to build a safe, stable and positive future.

Our services are shaped by our organisational values of Kindness, Agency, Inclusion and Respect, ensuring that our work remains person-centred and impactful. Our vision here at SLRA is of a community where migrants are welcomed and valued. Our trauma-informed and strengths-based approach to our clients and our work with them enables us to build trusting and strong relationships with local migrant communities and individuals.

SLRA recognises the strength and power of diversity, promotes equity and inclusion, and challenges racism and discrimination. Our staff team reflects these values and we encourage applications from people of all backgrounds. People with lived experience of the impact of the UK immigration or asylum systems are particularly encouraged to apply to join our team.

*For further information about us, take a look at our website [www.slr-a.org.uk](http://www.slr-a.org.uk) and our Instagram @slracharity*



## Our Youth Services

Each year around 450 young people access support from our youth service. Almost all of these young people have experienced extremely difficult journeys to the UK, and arrive in the UK alone and traumatised.

Once here they face problems of isolation, disorientation, lack of parental guidance and support, and a complex and hostile immigration process which can further compromise their health and wellbeing.

Our youth casework service provides high quality advice and support to young people so that they can regularise their immigration status and find safety and stability in their lives. Alongside this we offer a range of opportunities for young people to have fun, make friends, and build on their skills and strengths through our youth activities programme and young leaders' group.

Through our work we are always seeking to challenge the injustice and inequity experienced by young people subject to immigration control. To do this we are committed to supporting young people to have more say over the decisions that directly affect them, ensuring that their voices are amplified and that agencies across the sector and beyond stand with them.



## Head of Youth Services

**Responsible to:** CEO

**Hours of work:** 3 days (21 hours) or 4 days (28 hours)

**Salary:** £43,776 pro rata

**Contract:** Maternity cover to June 2026

**Location:** Hybrid working, office in Streatham Hill

### Purpose of the Role

The Head of Youth Services will work closely with other team members to support the effectiveness of operational activities, leading the youth services elements within the organization. The postholder will be responsible for promoting the wellbeing, learning and development of youth service staff and volunteers and will lead on safeguarding the young people we work with.

The Head of Youth Services (Maternity Cover) will work closely with the Youth Casework Manager and CEO to manage two established partnership projects. Our Early Intervention Project (EIP) sees us working with Children's Services in Merton to provide specialist immigration advice and casework support to young migrants in care while our Lambeth UASC Project involves partnership working with Lambeth Children's Services, Da'aro Youth Project and Knights Youth Centre to provide mentoring support and structured activities for UASC cared for by Lambeth.

### The benefits of working with us

- 25 days holiday per year (with 3 additional days when the office is closed at Christmas) plus bank holidays.
- Additional long service annual leave days up to a maximum of an additional 5 days per year.
- Flexible and family friendly working arrangements including compressed hours and school term time working.
- Time Off in Lieu for any additional hours worked.
- Pension scheme with 5% employer contribution.
- A commitment to staff learning and development, with annual learning and development plan and along with allocated development time to support this.
- Protection and promotion of staff wellbeing, with clear policies which support staff to learn, grow and be fulfilled through the work they do.
- Cyclescheme and travelcard loans.



# JOB DESCRIPTION

## Duties

- To contribute to the operational and strategic planning and management of SLRA as a member of SLRA's Leadership Team.
- To work with the Youth Casework Manager to ensure that internal and external protocols are followed including referral and information sharing procedures.
- To manage and supervise relevant Youth Service staff and volunteer team members.
- To manage SLRA's Early Intervention Project (Merton) and Lambeth UASC Mentoring Project, working with relevant staff to provide training for social care staff and preparing and submitting monitoring reports as required.
- To act as Designated Safeguarding Officer with duties as laid out in SLRA's Safeguarding Policy and Procedures.
- To contribute to monitoring and evaluation of the impact of SLRA's youth services.
- To maintain a high level of expertise by keeping abreast of policy, legislation and other relevant developments through training and self-development.
- To ensure the active and meaningful participation of young people in all SLRA's youth provision, ensuring that their voice is central to all service development and delivery.



## Duties

- To identify areas of development for SLRA's youth services and to work with the Fundraising Manager to identify relevant funding opportunities and contribute to grant funding/commissioning applications.
- To ensure that all youth services and activities are suitably risk assessed and adequately and safely supervised in accordance with our Health and Safety Policy and relevant risk assessments.
- To maintain compliance with all SLRA policies and procedures including Child and Vulnerable Adult Safeguarding, Equity, Diversity and Inclusion, Data Protection and Confidentiality.
- To undertake such other work appropriate to the post as may be assigned by the CEO.
- To uphold the Aims and Principles of SLRA.



## Experience

Substantial experience of working with refugee, asylum seeking and migrant children and young people facing multi-faceted issues.	Essential
Experience of managing services for young migrants.	Essential
Successful experience of effective project management.	Desirable
Experience of monitoring and evaluation	Essential
Experience of developing and delivering training for a range of professionals and/or for volunteers.	Desirable
Lived experience of the impact of the UK asylum or immigration system	Desirable

## Knowledge and understanding

The requirements and responsibilities of Local Authorities in relation to young migrants.	Essential
The issues faced by refugee, asylum seeking and migrant children and young people at an individual level.	Essential
Casework management, confidentiality procedures and monitoring systems.	Essential
Local and regional statutory and non-statutory support agencies and their role.	Essential
Safeguarding and child protection	Essential
IAA accredited to provide immigration advice at Level 2/3	Desirable
National and local policy and legislation affecting refugee, asylum seeking and migrant young people.	Desirable



## Skills and abilities

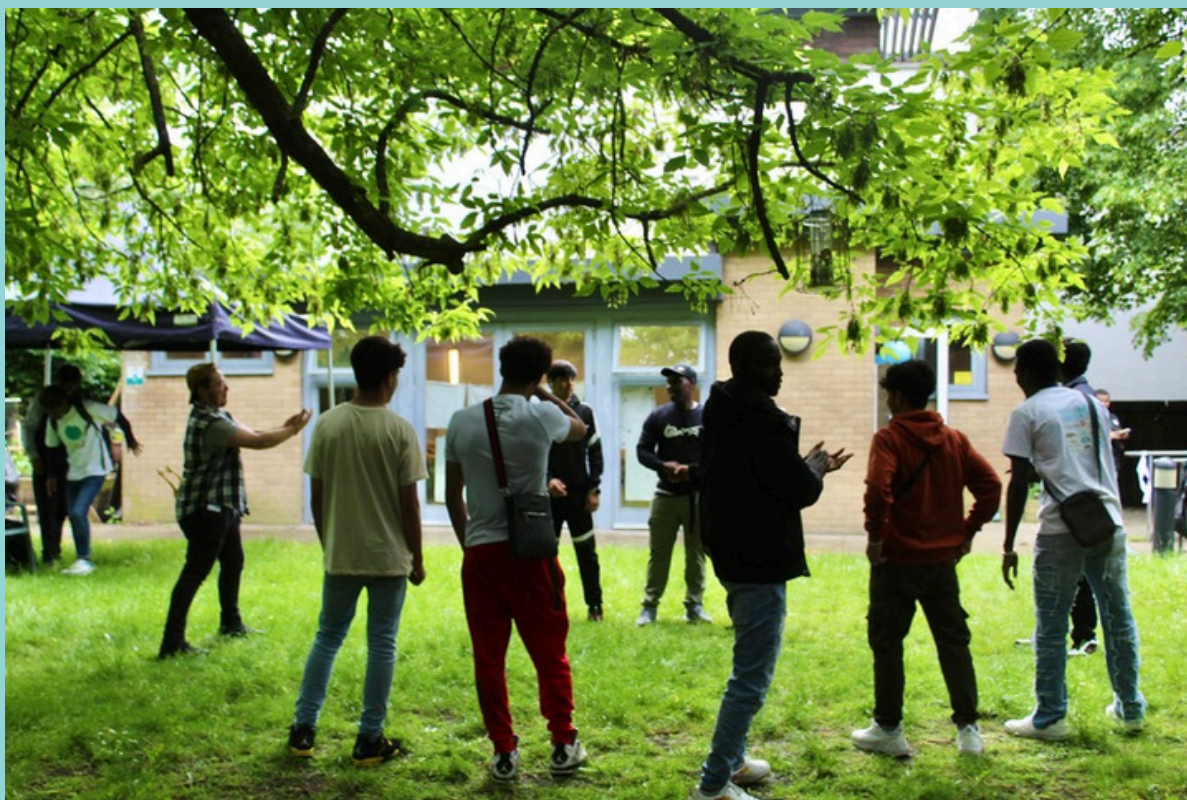
Ability to effectively and supportively lead a small team.	Essential
--	-----------

Excellent written and verbal communication skills.	Essential
--	-----------

Proactive with the ability to take initiative.	Essential
--	-----------

Ability to speak a community language.	Desirable
--	-----------

Ability to involve young people in influencing and campaigning.	Desirable
---	-----------



# HOW TO APPLY

## How to apply

To apply for this post please complete and return the Application Form and Equal Opportunities Monitoring form on our [website](#) to [admin@slr-a.org.uk](mailto:admin@slr-a.org.uk)

**ROLLING DEADLINE: Applications will be reviewed on receipt and successful candidates invited to interview immediately**

As an organisation working with migrants, we particularly welcome applications from people with lived experience of the impact of the UK immigration or asylum system. We guarantee an interview for all applicants with lived experience who meet the essential criteria for this post.

We recognise that some people experience barriers to employment and we want to make you aware of the following support which may be helpful.

### **Experts by Experience**

If you have lived experience of the impact of the UK immigration or asylum system you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Support includes a free one-off mentoring chat for support with CV/Cover letters and interviews.

### **SCOPE - Support to Work Extra**

SCOPE's Support to Work Extra service provides practical support to disabled people with all aspects of preparing and applying for jobs. You can register for support with CV writing, preparing for interviews and more.

### **Young Women's Trust**

If you are a young woman aged 18-30 you can sign up to "Work It Out" for free support with the recruitment process.

### **Youth Employability UK**

If you are a young person aged under 30 you can find tips on CV writing and interviews [here](#).

