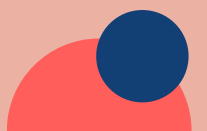




# Nest Project Coordinator

## JOB PACK



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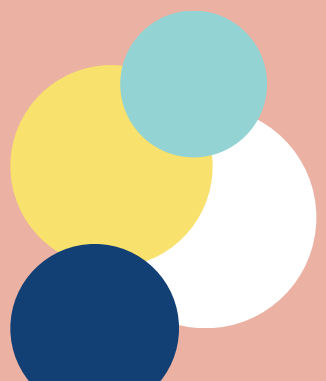
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# ABOUT SLRA

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 1000 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)*

# ABOUT SLRA

Our **Nest Project** brings advice and improved awareness and knowledge to migrant families with young children through community settings in Lambeth and Southwark. The project, now in its fourth year of development, is delivered in partnership with Southwark Law Centre and Citizens UK. It aims to reach families with the information and advice they need in order to resolve their status before they fall into crisis, and allow them to live safely and access opportunities.



## 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.
- We are committed to staff learning and development. Each team member works with their line manager to develop their learning and development plan, and has an annual training budget and allocated development time to support this.
- We prioritise the 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



## Nest Project Coordinator

**Responsible to:** Head of Adult & Family Services

**Hours of work:** Part time hours (21 hours) ideally worked flexibly across 4 days

**Salary:** £39,445 pro rata

**Contract:** Permanent

**Location:** Hybrid working with outreach within Lambeth and Southwark

### Purpose of the Role

The Nest Project Coordinator will lead on developing partnerships with and providing training to staff and volunteers in community settings, as well as providing immigration advice and casework.

The post holder will have an in-depth knowledge of the issues faced by refugee, asylum seeker and migrant families and a good understanding of the challenges faced by these groups, including destitution and inability to access services due to No Recourse to Public Funds restrictions.

The post holder should have experience of providing regulated immigration advice at least at IAA Level 1 (with a commitment to raising their level of regulation to at least level 2) as well as knowledge and experience of community development/organising.





# JOB DESCRIPTION

## Duties

- Maintain and develop strong working relationships with community organisations and settings.
- Ensure that project milestones are reached, identifying any risks to the project and raising these in a timely manner with the Head of Adult and Family Services.
- Maintain oversight of all referrals to the Project, identify suitable follow-up actions, and assess the needs of families seeking advice from the Nest Project.
- Communicate effectively with project partners to ensure effective positive relationships project development.
- Develop and provide training in basic immigration awareness to workers and volunteers within community settings including primary schools.
- Ensure that those affected by insecure or irregular immigration status are central to the project and facilitate peer learning.
- Provide immigration advice and casework, referring to partners when more complex or specialist advice is needed.
- Provide supervision to volunteers involved in the project.
- Record details of advice and casework, group work and training in SLRA's online case-management system; providing reports as required.

# JOB DESCRIPTION

## Duties

- Undertake training and keep abreast of news and information which will develop skills and increase knowledge and understanding of the issues affecting SLRA clients.
- Assist SLRA and other relevant organisations with initiatives for the improvement of services for the client group.
- Have responsibility to uphold the Aims and Principles of SLRA.
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues.
- Ensure that the SLRA policies including the Safeguarding Policy and Equity, Diversity and Inclusion Policies are adhered to.
- Any other duties commensurate with the post.





## Qualifications / Experience

Experience of providing immigration advice and casework support to migrant individuals who have complex needs.	Essential
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A strong track record in establishing and developing partnership working.	Essential
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Experience of working sensitively and effectively within community settings.	Essential
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Experience of developing and delivering training/workshops within community settings.	Essential
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Personal lived experience of the UK asylum or immigration system.	Desirable
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Experience of project management	Desirable
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Experience of supervising volunteers	Desirable
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## Knowledge and understanding

Authorised to provide immigration advice at IAA Level 1 or higher.	Essential
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Knowledge and understanding of the rights and entitlements and support available to the client group and of referral processes to statutory and non-statutory support agencies.	Essential
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A sound knowledge and understanding of safeguarding procedures for vulnerable adults and for children.	Essential
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Clear understanding of equity, diversity and inclusion and a commitment to contributing to the development of SLRA's anti-racist practice.	Essential
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## Skills and abilities

Effective group work skills	Essential
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Ability to take the initiative, be self-motivating and motivate others.	Essential
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Excellent people skills including the ability to develop and sustain positive working relationships	Essential
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Excellent written and verbal communication skills	Essential
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# 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)

**DEADLINE: 9am Monday 22 September**

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](#).

