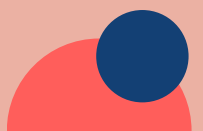




## **JOB PACK**

**Community Leader  
Programme Support Worker**



# TABLE OF CONTENTS

**01**

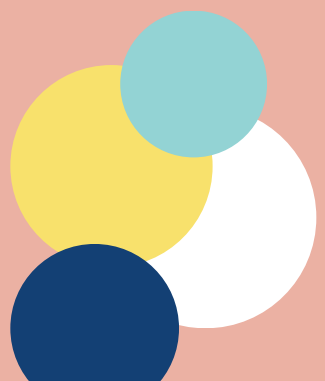
WORKING WITH US

**02**

JOB DESCRIPTION &  
PERSON SPECIFICATION

**03**

HOW TO APPLY



# ABOUT SLRA

SLRA is a grassroots, community organisation. We provide specialist advice and support to refugees, asylum seekers and other migrants who are at risk in South West London. Every year we help over 1000 people through immigration advice and casework as well as practical, social and therapeutic support.

We support many people who find themselves destitute and homeless including survivors of trafficking and domestic violence and young people who have travelled alone to the UK. We work with other organisations and with local authorities to improve services for migrant people through advice, training, and supporting best practice.

SLRA's Community Leaders Programme enables community members to gain skills in community organising, advocacy and campaigning work. Our team supports those with lived experience of the immigration or asylum system to share their reflections and ideas in local and national forums, plan and participate in local actions and call for change in the policies and practises that most impact their lives. Community Leaders have an open meeting monthly at SLRA's Community Hub, and work in focus groups on specific issues including the Legal Aid Crisis and NRPF.



## Community Leader Programme Support Worker

<b>Responsible to:</b>	Engagement & Participation Co-ordinator
<b>Hours of work:</b>	1 day (7 hours) per week, on a Thursday
<b>Salary:</b>	£34,293
<b>Contract:</b>	12 month fixed term contract
<b>Location:</b>	SLRA Office, Streatham SW16 2PJ

### Purpose of the Role

This role will focus on engaging existing Community Leaders and encouraging new members to join, through one-to-ones and group listening sessions. Through these listening activities, the role will identify the issues people are facing and barriers that exist to participating in SLRA's Community Leaders Programme. This learning will help shape the monthly sessions, projects and actions as well as the evaluation of the programme. This is a developmental role and focus will be on strengthening core skills through training opportunities and support from the team.

### The benefits of working with us

- 25 days holiday per year pro rata (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.



## Tasks and Responsibilities

### Specific duties:

- To develop positive relationships with community members and support them to engage in SLRA's Community Leaders programme.
- Support monthly Community Leaders meetings on Thursdays.
- Feedback to the team on key issues and barriers identified through listening activities.
- Support and develop the monitoring and evaluation of the Community Leader programme.

### General duties:

- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults.
- Abide by health and safety guidelines and share responsibility for your own safety, the safety of community members and the safety of colleagues.
- Maintain confidentiality and clear boundaries.
- Maintain compliance with all relevant policies and procedures of SLRA.
- Attend supervision sessions with your supervisor and collaborate positively with the wider SLRA team.
- Undertake relevant training for the role, including First Aid and Safeguarding.
- Uphold the Aims and Principles of SLRA.





# PERSON SPECIFICATION

## Experience

Experience of community organising work (paid or unpaid)	Essential
Experience of working or volunteering as part of a team (paid or unpaid)	Essential
Experience of participating in or leading activities/workshops (paid or unpaid)	Essential
Personal, lived experience of the impact of the UK immigration or asylum system.	Essential
Experience of gathering feedback using one-to-one interviews, group discussions and/or feedback forms.	Desirable

## Knowledge and understanding

An understanding of some of the issues affecting refugee, asylum seeking adults and families.	Essential
An understanding of the importance of safeguarding vulnerable adults and children.	Essential
An understanding of the importance of, and a commitment to, diversity, equity and inclusion.	Essential

## Skills and abilities

Ability to quickly build positive relationships with community members and colleagues.	Essential
Ability to use I.T. to record work (e.g. Microsoft Word, databases) and to engage with community members and colleagues (e.g email, whatsapp).	Essential
Ability to work flexibly as part of a small team.	Essential
Self-motivated and passionate.	Essential
Ability to speak a community language.	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](mailto:admin@slr-a.org.uk) to [admin@slr-a.org.uk](mailto:admin@slr-a.org.uk).

We request contact details for two referees from previous paid or voluntary roles. The successful candidate will also be required to complete an enhanced DBS check, paid for by SLRA.

**Closing date for applications: 12pm on Monday 2nd February**

Interviews to take place on Tuesday 10<sup>th</sup> and Wednesday 11<sup>th</sup> February

Join us for a short information session on Tuesday 27<sup>th</sup> January 13:00-14:00 to find out more about the role ahead of applying - [please register here](#)

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](#).

