



Community Engagement & Participation Coordinator

JOB PACK

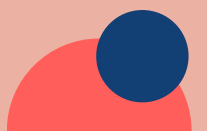


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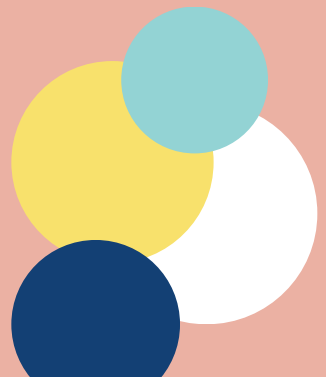
WORKING WITH US

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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.



JOB DESCRIPTION

Community Engagement & Participation Coordinator

Responsible to: Head of Adult & Family Services

Hours of work: 4 days per week including every second Wednesday evening working days must include Tuesdays and Fridays)

Salary: £37,019 pro rata

Contract: 1 year fixed term contract

Location: SLRA Office, Streatham SW16 2PJ

Purpose of the Role

This role will co-ordinate SLRA's participation work to ensure that the migrant individuals and communities we work with influence the decisions that affect their lives.

SLRA's work to influence local and national policy and practice is well established. Our Community Leaders group meets monthly to discuss issues affecting the lives of migrant individuals and communities and to build power and organise. The post holder will co-ordinate this Community Leaders Programme ensuring it is accessible, well attended and resourced to work towards change.

The Coordinator will also ensure that well established partnerships, such as the Hope and Justice Collective (focusing on the Legal Aid Crisis) Citizens UK, and our relationship with South London local authorities, continue to develop and build power.

The post holder will also ensure that policy and participation work reflects and responds to any new changes in immigration policy that affects the lives of the SLRA community and will work with frontline advice and casework colleagues within SLRA to help ensure that Community Leaders are involved in developing our services and activities.



JOB DESCRIPTION

Tasks

- Develop positive relationships with community members and support them to engage in SLRA's Community Leaders programme and other appropriate participation activities.
- Plan and facilitate Community Leaders meetings and support the participation activities of other SLRA projects.
- Contribute to the development of the monitoring and evaluation of the Community Leader programme.
- Maintain established partnerships including the Hope and Justice Collective.
- Work alongside SLRA's Head of Adult & Family Services to ensure the voices of those with lived experience are central to SLRA's Local Authority influencing work.
- Work with frontline colleagues at SLRA to ensure that our participation work reflects the wide range of work we do and people we support.
- Support Community Leaders' involvement in the development of SLRA services and activities.
- Respond to emerging issues affecting the SLRA community in an attentive, supportive, and caring way.
- Support the organising element of a range of SLRA projects.

Responsibilities

- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults and adhere to SLRA's Safeguarding Policy.
- Abide by health and safety guidelines and share responsibility for your own safety, the safety of community members and the safety of colleagues.
- Represent SLRA at meetings with other agencies as appropriate.
- 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.
- Demonstrate SLRA's values of Inclusion, Respect, Agency and Kindness and uphold the Aims and Principles of SLRA.
- Any other duties that come with the post.

Experience

Your experience can have been gained in a paid or unpaid (volunteer) capacity

Personal, lived experience of the impact of the UK immigration or asylum system.	Essential
Experience of community organising work	Essential
Facilitating inclusive sessions in a diverse group setting	Essential
Experience of working as part of a team	Essential
Gathering feedback using one-to-one interviews, group discussions, and/or feedback forms.	Essential
Developing and delivering training in a community setting.	Desirable

Knowledge

An understanding of the issues affecting refugees, asylum seekers and other migrants.	Essential
A good understanding of the external context SLRA is operating in.	Essential
A deep understanding of how to create accessible opportunities for participation.	Essential
Ability to plan and organize events and activities effectively.	Essential
Excellent time management skills with the ability to prioritize workload and effectively multi-task.	Essential
An understanding of the importance of safeguarding vulnerable adults and children.	Essential
A commitment to diversity, equity, and inclusion.	Essential

PERSON SPECIFICATION

Skills

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

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.

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@slra.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: 9am on Monday 9th March

Interviews to take place on Thursday 12th and Friday 13th March

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.

