



## REFUGEE MOVING-ON AND INTEGRATION OFFICER

- Job Title:** Refugee Moving-On and Integration Officer.
- Location:** Manchester - Office-based **with some travel to our centres, including to partner meetings. This is a position which may include some evening and weekend work for meetings and events. You'll be entitled to Time Off in Lieu (TOIL).**
- Hours:** Full time (37.5 hours/ week Monday to Friday 9:00am – 5:00pm).
- Salary:** £28,000 - £30,000 per annum depending on experience. (Subject to annual cost of living review).
- Annual Leave:** 28 days annual leave including Bank Holidays.
- Contract:** 1 year fixed term contract with possibility of extension depending on funding availability.
- Reporting to:** Chief Executive Officer.
- Closing date:** 23:59hrs, Friday, 29 September 2023.
- Interview date:** Week beginning Monday, 16 October 2023.

[African Rainbow Family](#) is looking for a dynamic move-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, specialist team of campaign and advocacy professionals based around the UK, working 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 those still seeking asylum. The ideal candidate will be responsible for providing excellent standards of 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 small but 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 will achieve policy change. They will be an effective advocate, able to 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 on 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 is a small grassroots registered Charity (No. 1185902) which has been supporting LGBTIQ+ 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 LGBTIQ+ refugee or seeking asylum. We provide peer support, advocacy, advice, information and counselling.

African Rainbow Family 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. African Rainbow Family 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 the award-winning [Lift the Ban](#) coalition campaign that brings together over 250 organisations, from charities and think tanks to trade unions and local authorities, calling for the right to work for people seeking asylum. Together with high-profile national campaigning organisations, we work with front-line organisations to expose and address a range of issues that affect the rights and wellbeing of people in the asylum system, such as a fairer and humane asylum system, housing standards and asylum support rates.

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 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. **This job role is office-based with some travel to all of our centres, including to partner meetings. This is a position which may include some**

**evening and weekend work for meetings and events.** A mix of working at home and/or the office is likely for the foreseeable future but not currently.

### Benefits include:

• 28 days annual leave including Bank Holidays.	• Generous pension scheme.
• Equipment to support your work.	• Salary review.
• Development and growth opportunities.	• Paid 2 duvet days a year.
• Paid staff day off on their birthday.	• Friendly supportive team.
• Free parking at our office.	• Employee reward scheme
• Employee Assistant Programme - wellbeing support.	• Paid sick leave after 6 months.
• We are an accredited Living Wage Employer.	• Cost of living crisis support.

### 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](mailto:recruitment@africanrainbowfamily.org). For more information on this role or for an informal discussion please contact Aderonke Apata, Founder and CEO: 07939239643. 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:** Friday, 29 September 2023.

**Interviews will be held in person:** Week beginning Monday, 16 October 2023.

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

### The vision

For all LGBTIQ refugees and people seeking asylum in the UK to be successfully integrated into the society with access to adequate accommodation, employment, education and social lives.

### Key Responsibilities

- Completing an initial needs and risk assessment for each person referred to African Rainbow Family 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, employment and health matters, as required.
- Supporting people with budgeting / registering with care providers / creating social networks / advocacy / 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.
- Organising and attending group meetings across all of our centres.
- Research and write succinct reports about issues affecting refugee integration such as accommodation, education, cultural sensitivity e.t.c to influence decision makers and policy change.
- 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 migrants in areas such as legal rights, civil issues, welfare reforms and housing.
- Provide practical assistance such as letter writing within remit, 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.
- 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 if required.
- Completing online or paper forms for employment, welfare benefits etc.
- Provide strategic direction to achieve funding targets and outputs.
- Work with other staff team members to achieve African Rainbow Family's Strategic Plan.
- Work jointly with the Senior Management Team on seeking out and securing new funding opportunities for the Move-On and Integration services.
- 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 migrant community needs.
- Manage project systems and procedures, and ensure professional best practice and compliance with internal and funder requirements.
- Monthly, quarterly and annual reporting: collating beneficiary data, management and financial management reporting to the Chief Executive Officer.

- Any other tasks commensurate with the role.

## **Person Specification:**

### **ESSENTIAL:**

- Experience of working with people seeking asylum or refugees 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, advocacy 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.
- Ability to research and write succinct reports to influence decision makers around refugee issues.
- Confident Microsoft skills - Outlook, Excel, Word and PowerPoint.
- Strong verbal and written communication skills.
- A commitment to Equality and Diversity principles
- A commitment to Data Protection, GDPR and Confidentiality
- A commitment to the professional representation of African Rainbow Family.
- Willingness to learn and use database if no experience yet.

### **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 asylum and immigration.
- Ability to support people to manage budgets and debts.
- Sufficient knowledge of legislation in relation to housing, welfare and employment matters - Casework