**BRISTOL REFUGEE RIGHTS**

 **JOB DESCRIPTION**

**Advice & Advocacy Development Manager**

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| **Grade :**  | NJC point 33 |
| **Hours of Work**: | 18.75 hours per week (to be worked across 3 days min.) |
| **Salary:**  | Pro-rata to full-time salary of £29,323 |
| **Place of Work:**  | Malcolm X Community Centre and St Pauls Learning Centre, Central Bristol. |
| **Responsible to:** | BRR Director |
| **Responsible for:** | Advocacy Worker, Asylum Support Worker, Casework & Volunteer Coordinator, Administrator |

**Purpose of job:**

To manage the Advice & Advocacy Team to deliver an effective advice and advocacy service for BRR members within the current project. To strategically develop the project for the future.

# Specific Duties

* Manage AID/ASP staff team including coordination of team meetings
* Research and implement Advice Quality Standard, and ensure advice and advocacy quality assurance
* Ensure the effective use and development of work on Lamplight Database for purposes of advocacy and advice
* Development of new areas of work within existing funds, where capacity and good practice allow
* Develop efficient and appropriate systems within the team
* Oversee the development of a casework model for AID
* Work with Director and Fundraising Manager on development of a plan for sustainability and strategic development beyond the funding period
* Be responsible for safeguarding within the team including attending safeguarding meetings
* Maintain Advice & Advocacy Team specific policies and ensure they are implemented within the staff/volunteer team. Contribute to BRR policies
* Be responsible for health and safety within the Advice & Advocacy Team office
* Keeping other staff informed of themes emerging to inform campaigning
* Building and maintaining partnerships
* Ensure delivery of Big Lottery/other funding outcomes including report to funders and producing member monitoring reports
* Manage/oversee budget
* Ensure confidentiality and data protection within the team
* Attend monthly project meetings

**BRR General Duties**

* Encourage the involvement of members and volunteers in all relevant aspects of planning and running the Welcome Centre.
* Provide support where appropriate to BRR campaigns.
* Provide information from the Advice & Advocacy Team to assist BRR’s social policy and campaigning work.
* Work within the wider staff team of BRR, attend staff meetings, contribute to good communications between staff, volunteers and members and participate in training opportunities appropriate to the post.
* Work within BRR’s aims, objectives and policies, take appropriate responsibility for health & safety at the Welcome Centre within the relevant legislative and BRR policy frameworks, and for protection of BRR’s property and premises from misuse, damage and theft.
* Promote equality and rights for asylum seekers, model positive behaviour and implement BRR’s equal opportunities policy.
* Carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post. Occasional evening and weekend working may be required by prior arrangement.