**BRISTOL REFUGEE RIGHTS**

 **JOB DESCRIPTION**

**Young People’s Immigration Adviser/Project Manager**

**Fixed Term Contract – 2 years**

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| **Grade :**  | NJC point 29-33 |
| **Hours of Work**: | 26.25 hours per week  |
| **Starting Salary:**  | £18,779 (pro rata to full time salary of £26,470) |
| **Place of Work:**  | Malcolm X Community Centre and St Pauls Learning Centre, Central Bristol. |
| **Responsible to:** | Advice & Advocacy Development Manager |
| **Responsible for:** | Young People’s Advocate |

**Purpose of job:**

1. To manage the “Achieving Positive Change for Young People Subject to Immigration Control” project and Young People’s Advocate working with young people up to the age of 25 who are subject to immigration control.
2. To work in partnership with Bristol City Council to deliver an effective advice and advocacy service for Young People Subject to Immigration Control who are in care/leaving care.
3. To support, empower and enable young people to be involved in advocating for strategic change.

# Specific Duties

* Manage the “Achieving Positive Change for Young People Subject to Immigration Control Project”.
* Manage the Young People’s Advocate.
* Ensure that young people in care/leaving care (up to the age of 25) in Bristol who are subject to immigration control are receiving appropriate and adequate immigration advice and to find solutions where this is not in place including through the provision of delivering advice and casework to young people.
* Support to access advice and/or provision of advice to young people subject to immigration control where they are unable to secure this on their behalf and/or are receiving inadequate support from others.
* Development of a system for monitoring and management of the immigration status/advice needs of young people in care/leaving care in the long term.
* To work with Social Services, young people and other stakeholders as relevant to develop a needs assessment tool and Working Agreement for working with Young People Subject to Immigration Control.
* To refer complex cases who are in need of mentoring/support/individual advocacy as appropriate including to the Young People’s Advocate.
* To coordinate, chair and develop the Bristol Young People’s Forum as a forum for building knowledge, understanding and joined up working.
* To represent the Bristol Young People’s Forum with the Inclusive Cities Project and other city wide initiatives aimed at improving policies and practices in relation to young people subject to immigration control.
* Work with the Young People’s Advocate to ensure that young people subject to immigration control have opportunities through the Forum and Inclusive Cities to use their stories and experiences to push for changes in attitudes and/or policies and practices which negatively impact on them.
* Contribute to group sessions for young people subject to immigration control as arranged with the Young People’s Advocate.
* Building and maintaining partnerships.
* Ensure delivery of funder outcomes including report to funders, producing member monitoring reports and reports to Board of Trustees.
* Manage/oversee budget for the project.
* Contribute to monitoring and evaluation of the project with external researcher.
* Take part in monthly group trauma supervision sessions for professionals

**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 Project 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.