**BRISTOL REFUGEE RIGHTS**

**JOB DESCRIPTION**

**Young People’s Advocate**

**Fixed Term Contract - 2 years**

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| **Grade :** | NJC point 26-28 |
| **Hours of Work**: | 37 hours per week |
| **Starting Salary:** | £23,866 |
| **Place of Work:** | Malcolm X Community Centre and St Pauls Learning Centre, Central Bristol. |
| **Responsible to:** | Young People’s Immigration Adviser |

**Purpose of job:**

1. To support and contribute to the “Achieving Positive Change for Young People Subject to Immigration Control” project.
2. To provide 1-1 mentoring and support to young people subject to immigration control and to provide opportunities for group working.
3. To support young people and the Young People’s Immigration Adviser to strategically advocate for change.

# Specific Duties

1. Support the Young People’s Immigration Adviser with the development of a needs assessment tool and working agreement.
2. To provide quality advocacy, mentoring and support to children/young people subject to immigration control (up to the age of 25) referred by the Young People’s Immigration Adviser in line with their individual needs assessment and working agreement.
3. To manage a caseload of vulnerable clients, providing a holistic service and planning interventions and actions with and for the child or young person in line with their needs assessment and working agreement.
4. To visit clients in a range of settings including foster care, education facilities and if relevant, detention.
5. To attend appointments with clients at a range of stakeholders, including legal representatives, the Home Office, the courts, and local authority social services.
6. To work effectively with a range of statutory and non-statutory bodies such as local authority children’s services, health and education professionals and voluntary sector agencies.
7. To assist children and young people to access and establish appropriate support networks.
8. To keep appropriate and up to date records in the agreed format, and to report on time all necessary statistical information as agreed with the managers.
9. Provide group meeting opportunities for young people including:
   * Regular trauma led support
   * Opportunities for information sharing, training, understanding their rights
   * To develop young people’s skills in speaking out about their experiences
10. To contribute to the Bristol Young People’s Forum as required by the Young People’s Immigration Adviser.
11. Work with the Young People’s Immigration Adviser to ensure that individuals and groups of young people subject to immigration control have opportunities through the Forum, Inclusive Cities and other relevant fora to use their stories and experiences to push for changes in attitudes and/or policies and practices which negatively impact on them.
12. Contribute to monitoring and evaluation of the project with external researcher.
13. 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.