Migrants Organise, in collaboration with the British Palestinian Committee, is looking for an Arabic-speaking Bilingual Caseworker.

**Job Title:** Arabic Bilingual Caseworker  
**Responsible to:** Advice Manager  
**Responsible for** the delivery of an effective casework service to Arabic-speaking members of the Community Programme at Migrants Organise  

**Location:** London (office, community locations and home working)  

**Salary:** £33,500 per annum  
**Hours:** 35 hours per week. Flexible hours including some evening and weekend working  
**Duration:** One-year fixed term, extension subject to funding  
**Benefits:** 4% pension and 28 days of annual leave  
**Application Deadline:** 9th of July  
**Interviews:** 17th July 2024

**HOW TO APPLY:** Please send (1) your CV and (2) a written statement (maximum two pages). In your statement, please highlight any relevant skills and experience demonstrating how you meet the necessary criteria for the role. These could be from paid employment or volunteering experience. Please send your application to: recruitment@migrantsorganise.org

We encourage applications from people with personal experience of the immigration system, and additional support is available at Expert by Experience Employment Initiative. [https://www.ebeemployment.org.uk](https://www.ebeemployment.org.uk)

We regret that we are unable to consider applicants who currently do not have permission to work in the UK.

**About Migrants Organise**

Migrants Organise is a platform where migrants and refugees organise for power, dignity and justice. We work across the UK to bring community organisations, individuals, and institutions together on a common platform to act with, not for, migrants and refugees. We aim to make our communities stronger and more powerful and create spaces for us to speak out on issues
affecting migrants and refugees, from isolation, discrimination, immigration policy, structural racism and more.

The Community Programme provides practical support, advocacy and training for refugees and migrants. Our holistic approach includes advice services, group-work and mentoring with a particular focus on supporting vulnerable refugees and migrants.

We provide casework support, including advice on housing, welfare benefits, community care, education, asylum support, immigration and employment. Migrants Organise is OISC registered, and we work with an immigration barrister who provides weekly immigration advice sessions to our members.

About the British Palestinian Committee

The British Palestinian Committee is an independent organisation working primarily in the policy advocacy arena, seeking to ensure that Palestinian experience and expertise are integral to British policy making towards Palestine, and towards Palestinians in the UK. We are currently carrying out an emergency Civic Needs Assessment and resource mapping project to understand the spectrum of needs of the Palestinian community and the existing resources available to them.

About the Role

We are looking for an Arabic speaker with some experience of working with refugees or other vulnerable groups and a strong commitment to equality, human rights and justice. A sound understanding of mental health problems – be that through personal experience, or previous job role – is highly desirable.

This will be a full-time position as an employee of Migrants Organise, reporting to the Advice Manager and working with support from the Community Programme Director, Strategic Advocacy Coordinator, and other team members. The successful candidate will work closely with community volunteers and liaise regularly with the team at the British Palestinian Committee.

Migrants Organise is an equal opportunity employer. We strongly encourage people with a personal experience of migration and/or a refugee background to apply for this post. If you would like to discuss this further or would like to talk through the role before applying, please contact us directly on info@migrantsorganise.org

To apply, please email your CV and a cover letter (maximum of two pages) explaining your experience, motivation, and how you meet the person specification to:

recruitment@migrantsorganise.org

The deadline for applications is the 9th of July, and Interviews will be held on the 17th of July 2024.
JOB DESCRIPTION

1. Duties and key responsibilities

- To provide advice and casework support to members in the areas of housing, community care, immigration, asylum support, education, welfare benefits by working closely with the Community Programme team
- To keep track of the progress of our members’ cases and ensure that they receive ongoing and holistic support
- To ensure that casework records are compliant with policies and procedures and are kept up to date and meet AQS and OISC standards
- To gather data and assist with the monitoring and evaluation of the Community Programme Casework team
- To support volunteer caseworkers as required
- To contribute to Migrants Organise’s policy and organising campaigning work

2. General Responsibilities

- To work to support the mission, ethos and values of Migrants Organise
- To be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- To work with other colleagues in the team to build a collaborative, relational working culture rooted in Migrants Organise’s values
- To report on the work as needed for the line manager, trustees, fundraising, annual report
- To support and promote diversity and equality of opportunity in the workplace

PERSON SPECIFICATION

EXPERIENCE

- Experience in the provision of delivery advice in one or more of the following: housing, welfare benefits, immigration, asylum support, community care
- Experience in supporting vulnerable individuals with mental health issues
- Experience working with and supporting volunteers

KNOWLEDGE

- Up-to-date knowledge of welfare benefits, immigration, housing, community care and asylum support legislation
- Knowledge of the different types of housing problems experienced by, and options available to, migrants and refugees and those with no recourse to public funds
- Good working knowledge of Arabic (essential)

SKILLS AND ABILITIES
● Effective oral communication skills with particular emphasis on negotiation and representation
● Effective writing skills with the ability to draft correspondence and reports
● Ability to communicate effectively and sensitively with vulnerable members
● The ability to prioritise tasks, to identify and work to deadlines and to manage the time effectively under own initiative

EDUCATION/TRAINING
● No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post is required.
● OISC Level 1 qualified (desirable but not essential)

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS
● Able to travel in London to provide outreach advice to members
● Works well in a team with a flexible approach to work
● Personal resilience and the ability to stay focused in a rapidly changing environment.
● Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
● Commitment to the values and ethos of supporting migrants regardless of their status