Job Title: Community Programme casework trainee

Responsible to: Senior Caseworker

Responsible for: Supporting the Community Programme team to deliver case and advice work and activities to its members

Location: Generally working from Migrants Organise’s office in Hackney and outreach locations within Greater London with some work from home depending on the needs of the role

Salary: £28,000 per annum
Hours: 35 hours per week. Flexible hours including some evening and weekend working
Duration: 18 months fixed term

Application Deadline: 14th July 2024

Interviews: Saturday 20th July 2024
Start date: as soon as possible

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, 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.

Community Programme

The Community offers practical support, advocacy and training for refugees and migrants. We support about 550 individuals and their families per year. Our holistic approach includes advice services, group-work and mentoring with a particular focus on supporting refugees and migrants with mental health issues.

We provide casework support including advice on housing, welfare benefits, community care, education, asylum support, immigration and employment. Migrants Organise is OISC Level 3 registered and we work with an immigration barrister who provides weekly immigration advice sessions to our members.
About this role

The casework trainee will be part of the Community Programme team at Migrants Organise. We are hoping to recruit someone who is keen on learning, developing new skills and being part of a team of committed caseworkers.

We welcome and encourage applicants with personal experience of migration – migrant refugee background and / or from minoritised communities. The person should have a strong commitment to equality, human rights and justice. We recognise experience applicants have gained through paid or unpaid work or personal experience.

If you are interested in applying but not sure you have all the skills, please do apply. This role is about learning on the job and we are open to rearrange tasks to suit the skillset of the best applicant. If you would like to discuss the role further before applying, please contact us on 07913631257 or email us on francesca@migrantsorganise.org

Training and support

We will work with the successful candidate on a personalised training and support plan over the course of the traineeship. The trainee will access internal training on case and advice work (eg. immigration, welfare benefits, asylum support, community care and housing). We will also promote self-care and provide well-being support. We will identify external training opportunities according to the trainee’s learning needs.

The traineeship is for a period of 18 months and there is a possibility to sit the OISC level 1 exam.

Application process

To apply, please email your CV and a covering letter (maximum of two pages) explaining why you are interested in this role and what experience you bring to it recruitment@migrantsorganise.org

The deadline for applications is Sunday, 14th of July 2024 at midnight (UK time). Interviews will be held on Saturday the 20th of July 2024.
JOB DESCRIPTION

1 Duties and key responsibilities

- To support the Community Programme team in delivering social activities, advice and casework support to its members
- To organise weekly activities that help our members develop interpersonal skills and create a community
- To accompany members to their medical or legal appointments when required
- To keep a record of all casework in line with policies and procedures
- To take part in the training and learning as part of the traineeship
- To maintain confidentiality and clear boundaries
- To assist the team data and help with the monitoring and evaluation of the Community Programme
- To contribute to Migrants Organise’s policy and campaigning work

2 General Responsibilities

- To work to support the mission, ethos and values of Migrants Organise
- 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 of working with or participating in the work of grassroots organisations / local community groups (paid or unpaid) and helping with the running of group activities
- Experience of providing advice in relation to housing, benefits or immigration (paid or unpaid)
- Experience of working as part of a team (paid or unpaid)
- Personal experience of the UK asylum or immigration system and / or from racialised and minoritised communities

KNOWLEDGE AND UNDERSTANDING

- Understanding of issues affecting refugees and migrants
- Knowledge of a community language spoken by our members (Farsi/Arabic/Amharic) or another language spoken by our members (desirable)

SKILLS AND ABILITIES

- Good relational skills and ability to build positive relationships with members and colleagues
- Interest in learning
- Good English language skills
- Ability to communicate sensitively with vulnerable members
- Ability to use WhatsApp and Zoom to contact and engage with our members, colleagues and other professionals
- Computer literate (Gmail and Microsoft Office)
- Ability to take initiative and work independently

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Able to travel in London
- 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