**North West Migrants Forum; Vacancy Notification Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Employer Details** | | | | |
| Name: | North West Migrants Forum | | | | |
| Address: | 25B William Street, Londonderry | | | | |
| Post Code: | BT48 6EP | | | | |
| Telephone No  Mobile | 028 713 62184 | Fax No | |  | |
| Contact Name: | Lilian Seenoi | Position  NWMF Project Coordinator | | HR | |
| E-mail Address: | [info@nwmf.org.uk](mailto:info@nwmf.org.uk) | | | | |
| Type of Business: | Community Voluntary Organisation | | Workforce Size | | 2 |
| Pension Scheme: | Yes (Government) | | | | |
| Company Website: | http://nwmf.org.uk/ | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **About the Vacancy** | | | | | | | | | | | | |
| Job Title: | | | | Bilingual Support Worker | | | | | | | | | | | | |
| Job Reference No (if Applicable): | | | |  | | | | | | Number of positions available | | | | | | 1 |
| Full Workplace Address (incl Post Code): | | | | Work in an office environment, but the mission of the organization may sometimes require a non-standard workplace.  25B William Street, Londonderry, BT48 6EP | | | | | | | | | | | | |
| Work Pattern  (e.g. days & times, shift work): | | | | The post is for 16 hours per week and the post holder may be required to work some evenings and weekends within these 16hours. | | | | | | | | | | | | |
| Permanent / Temporary: | | | | | | Temporary | | | | | | | | | | |
| If the job is temporary, give duration if known: | | | | | | | | | | | | | 1 year | | | |
| Full Time / Part Time ( <30 hours): | | | | | Part time | | | | | | | Hours per Week: | | | 16 hours | |
| Wage / Salary: ( A figure must be inserted ) | | | | | | | | | | | £8844.00 per annum | | | | | |
| Frequency and method of payment: | | | | | Monthly | | | | | | | | | | | |
| **Essential Criteria** | | | | | | | | |  | | | | | | | |
| Experience | At least 1 years’ experience in recent paid or voluntary work which has enabled you to acquire the knowledge and understanding of issues facing BME, refugee and asylum seeker communities.  To have experience on administrative work and project related initiatives in a community setting.  To have some paid or voluntary proven experience working with children and vulnerable adults.  Previous experience paid or unpaid of refugee/asylum seeker support work | | | | | | | | | | | | | | | |
| Qualification | GCSE Level qualification or equivalent, including English (minimum of grade C) | | | | | | | | | | | | | | | |
| Knowledge & Skills | **Must be bilingual in Arabic and English languages with evidenced competency in both languages at speaking, writing, listening at level 3 on the national framework of qualification (equivalent to pass - grade C at GCSE level)**  Knowledge of current community challenges and issues faced by BME, refugee and asylum seeker communities  General knowledge of the statutory and community services in NI  Knowledge of equality and rights  Able to demonstrate strong communication and interpersonal skills with a positive approach to problem solving  Able to work as part of a team and use their own initiative to maximise resources and achieve desirable outcomes  Able to demonstrate ability to build confidence and empower others  Proficiency in the use of computers for: Microsoft office, E-mail, Internet | | | | | | | | | | | | | | | |
| **Desirable Criteria** | **Qualifications**  Community Interpreting OCN Level 3 or above | | | | | | | | | | | | | | | |
| **Key Functions** | To support the implementation and delivery of the Refugee Enhanced Resettlement Services Project  To work directly with the locally based Arabic speaking refugees and asylum seekers, including children and vulnerable adults (mainly the Vulnerable Persons Relocation Scheme Syrian Refugees), through support and assistance on accessing public and community services.  To assist in ensuring that an effective and relevant service is provided to all refugee and asylum seeker communities.  To support and supervise the work of volunteers  To support and work to achieve the aims of the North West Migrants Forum | | | | | | | | | | | | | | | |
| **Main Duties** | To work as part of a team to ensure effective delivery of the North West Migrants Forum aims and objectives  To provide appropriate progress reports to the line manager as directed and to contribute effectively to completion of progress reports for funders  To identify the range of relevant services available within the geographic area  To signpost and support the project clients in accessing and securing effective outcomes from those services and monitor progress  To liaise effectively with existing statutory and community organisations to enable access to their services  To work with clients and service providers to overcome barriers/ obstacles to achieve the best outcome  To encourage proactively the participation of local BME and established communities in various activities of the project  To signpost and assist clients in a sensitive manner to make informed choices  To comply with confidentiality, ethics and ethos of the organisation | | | | | | | | | | | | | | | |
| Vacancy live from: | | | | 9th August 2016 | | | | Vacancy closing date: | | | | | | 30th August 2016 | | |
| Method of Application: | | | | | | | To obtain an application form visit the North West Migrants Forum website at [www.nwmf.org.uk](http://www.nwmf.org.uk) or email Lilian Seenoi on [seenoi.l@nwmf.org.uk](mailto:seenoi.l@nwmf.org.uk) or telephone on 02871362184 | | | | | | | | | |
| Job Start Date | | | Immediately | | | | | | | | | | | | | |
| Other relevant information | | The post holder may be required to work evenings and weekends. (occasional)  This post is funded until September 2017 but may be extended subject to funding  Post is funded by CFNI – Community Foundation Northern Ireland – New Beginnings Project  Access to transport and a clean driving license is desirable not essential  **Please note interviews are expected to take place in the week beginning on the 12th September 2016. Candidates will be expected to be available within this week.** | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | **Equality of Opportunity Statement** | |
|  | |  |
|  | The North West Migrants Forum (NWMF) works to fulfil its responsibilities across the spectrum of policy relating to Equality, Lifetime Opportunities, Anti-Poverty, Social Inclusion Strategy and Human Rights.  2. The NWMF opposes all forms of unlawful and unfair discrimination.  3. The purpose of this Equality Statement policy in practice is to provide diversity and equality to all levels of involvement in the NWMF, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class.  4. All employees, whether part time, full time or temporary, will be treated fairly and equally. This right will be extended to all NWMF volunteers as a matter of policy and practice.  5. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.  6. All employees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.  Our dedicated commitment:  •Every employee and volunteer is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.  •The commitment to diversity and equality in the workplace is good management practice and makes sound business sense.  •Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.  •This policy is fully supported by the Board of Directors and Management of the NWMF.  •Implementation will be adapted to agreed practices and procedures and any changes to legislation. The NWMF complies with Section 75 of the Northern Ireland Act 1998. This requires that the organisation performs its functions in accordance with the principles of equality of opportunity between:  •men and women generally  •persons with a disability and persons without  •persons with dependants and persons without  •persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation  The NWMF as an independent multicultural support organisation believes that valuing and managing diversity is about recognising and appreciating individual needs and differences and treating everyone with dignity and respect. This is engrained in our culture of operation and working ethos.  Our Equal Opportunity objectives:  •valuing and respecting diversity and benefiting from our differences;  •creating a positive, safe, accessible environment and culture in which discrimination has no part and where everyone can achieve their full potential;  •listening to, engaging and collaborating with a wide range of partners and agencies in order to continually improve our equality practice;  •promoting equal opportunities in all aspects of employment;  •supporting positive action programmes where there is a clearly identified need;  •mainstreaming equal opportunities into all employment and business decisions by developing systems and processes which are accessible and transparent;  •ensuring all projects and programmes supported by the NWMF mainstream equality and diversity core components;  •being accountable by target setting, monitoring, evaluating and reviewing progress on a regular basis;  •taking necessary action when non-compliance with the Policy is identified  •Securing resources to ensure that this commitment is achieved.  The NWMF is committed to valuing diversity by promoting and implementing equality of opportunity in all its activities. This commitment is based on the rationale that improving organisational success and performance depends on everyone having a stake in its future. Achieving this will depend on developing and implementing the operational case for equality and promoting policies to achieve sustainable communities and social inclusion as outlined in the Regional Strategy.  The NWMF develops and implements ethical standards and practices in dealing with all of the organisations stakeholders. The group’s commitment to ethical behaviour is widely communicated in an explicit statement and is rigorously upheld.  The NWMF recognises that we can reduce disadvantage experienced by many people by making our activities more responsive to different and various individual and community needs. The NWMF values the diversity of the population of the region and wants its activities to be accessible, relevant and meaningful to everyone.  We will work towards an environment and culture where everyone is encouraged and supported to develop their full potential regardless of gender, race, ethnic origin, disability, age, sexuality, marital status, nationality, religion, political affiliation, class or any other individual characteristics which may limit a person’s opportunities in life.  The aim of this policy is to ensure that the NWMF is an organisation that recognises and values diversity and intends to be a leading edge example of good practice. This will be achieved by implementing equal opportunities across the whole spectrum of the NWMF business, the three main dimensions of this being:-  •As an employer  •As a deliverer of programmes  •By playing a leadership role through partnership and facilitation  •As a promoter of diversity, multiculturalism and integration.  In brief, the NWMF believe that valuing and managing diversity is about recognising and appreciating individual needs and differences and treating everyone with dignity and respect.  This commitment is underpinned by the relevant legislation that includes:  •Equal Pay Act 1970 (amended by Equal Pay regulations 1983)  •Rehabilitation of Offenders Act 1974  •Sex Discrimination Act 1975 (amended 1986; Gender Reassignment Regulations 1999; Indirect Discrimination and Burden of Proof Regulations 2001)  •Race Relations Amendment Act 2000  •Disability Discrimination Act 1995  •Protection from Harassment Act 1997  •Human Rights Act 1998.  •Employment Equality (Age) Regulations 2006 | |