



## **Job Description**

**Job Title:** EU Settlement Scheme (EUSS) Community Outreach Officer (Leicester)

**Job Type:** 21 month contract (subject to 6 weeks probationary period) with the possibility to extend.

**Salary:** £26,600 pro rata 0.6FT (3 days/week)

**Start Date:** September (flexible for the right candidate)

**Reporting Structure:** Reports to Immigration Advisor with some interaction with the Director Projects and Comms officer

**Place of work:** Hybrid: home and partner agencies in Leicester area

**Management Responsibilities:** possibly supporting volunteers

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## **About the Project:**

The primary aim is to ensure practical support is available to vulnerable or at-risk EU Citizens and their family members ("Citizens") to help them make EU Settlement Scheme ("Scheme") applications.

As part of this, the project will aim to:

- Identify and target vulnerable and at-risk Citizens group, providing technical support and referring them for direct immigration advice from Leicester-based advisor;
- Set the framework and establish robust systems to effectively record advice and information;
- Support the development of community and civil society organisations so they are alert to EUSS issues among their members, able to provide non-specialist advice and signpost individuals to immigration advice;
- Monitor the community groups and individuals' understanding of the Scheme and satisfaction with the service.

## **Overall Objectives of the Post:**

New Europeans is looking to recruit a dedicated outreach project officer to help achieve the aims and outcomes of the project.

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The post holder will also be expected to contribute to the development of this advice and information work, ensuring that vulnerable or at-risk EU nationals who may be unaware of the EUSS or find it difficult to access, are assisted to do so through traditional and innovative models of service delivery.

## **JOB DESCRIPTION**

### **Tasks:**

#### ***Development of the EUSS community support services***

- Supporting New Europeans qualified advisor who provides phone, written, and face-to-face advice to vulnerable EU migrants;
- Liaise with other support organisations and NGOs, as well as advocates and legal advisors on the EU settled status scheme;
- Develop self-help and information materials, in conjunction with the Comms officer, targeted at vulnerable and at-risk individuals;
- Maintain physical and digital reports collating the experiences of the project which can be used and promoted amongst high level stakeholders to demonstrate - through case studies, statistics and personal accounts and recommendations – that vulnerable and at-risk citizens are more aware of the scheme than previously, feel better supported to apply, and are able to submit applications;
- Support interns, volunteers and community groups with whom New Europeans Leicester collaborate.

#### ***Organising events and partnership building (assisting at training, workshops and meetings with policy makers).***

- Working with the project's community partners to develop awareness of the EUSS, its deadlines and parameters;
- Liaise with Embassies and Consulates to identify and assist vulnerable or at risk EU nationals to be able to use the Scheme;
- Organise Information Session for EU Citizens.

#### ***Project Reporting (20%)***

- Record keeping in line with NE responsibilities as an OISC registered entity;
- Promoting the project's outputs;
- Contributing to the preparation of the interim and final reports to the project funder.

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## PERSON SPECIFICATION

### Essential

- A high level of written and spoken English
- Good communication skills
- Knowledge of EU free movement and EU Settlement Scheme
- Experience of project record keeping and reporting within the charity sector
- Willingness to work towards acquiring OISC (Level 1) accreditation
- Willingness to attend events during non-work hours occasionally
- Willingness to travel (within the East Midlands)
- Excellent IT skills (Microsoft Office)
- Strong prioritisation skills and ability to manage own workload
- Ability to work flexibly including from home on occasion
- Strong empathy with New Europeans values and mission including its Equalities policy

### Desirable

- Experience of community development
- Experience of event management including the use of online tools
- Good level of fluency in another EU language
- Ability to assist in the delivery of application surgeries

### Commitment to Diversity & Inclusion

New Europeans UK is an equal opportunity employer and is committed to maximising staff wellbeing and creating an inclusive, safe environment. People with lived experience of migration, from Gypsy, Roma and Traveller communities, Black, Asian and minority ethnic backgrounds, LGBTQIA+ individuals, and people with disabilities are strongly encouraged to apply.

### How to Apply

Please apply by sending your CV and a motivation letter (no more than 2 pages A4) to [tamara.flanagan@neweuropeans.uk](mailto:tamara.flanagan@neweuropeans.uk)

### Essential dates

Closing date for applications is extended to **11th August 2023 at 11 am**

Interview dates (remotely) w/c **14th August 2023**

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