



Job Description

Job Title: London Projects Community Outreach Worker

Job Type: 18-month contract (with the possibility of extending) / Part-time (21 hours/week)

Salary: £29,777 per year FTE

Start Date: End of February (flexible for the right candidate)

Reporting Structure: Reporting to the Senior EUSS Officer and the Deputy Head of Projects

Place of work: Hybrid: home and out in the boroughs (hot desk is also available in Central London)

Management Responsibilities: possibly supporting volunteers

Application closing date: 15th January 2024 at 11 am

About the Project:

The primary aim is to ensure local practical legal support is available to vulnerable or at-risk EU Citizens and their family members to help them secure their rights as granted under the Withdrawal Agreement and the EU Settlement Scheme (“EUSS”).

The project will operate within the London boroughs of Barking and Dagenham where we already work, and establish new activities in Lambeth and Southwark.

The project will aim to:

- Identify and target vulnerable and at-risk communities, providing technical support and referring them for direct immigration advice;
- Plan and deliver innovative activities to engage these communities focusing on their rights;
- Work in partnership with community groups and civil society organisations to strengthen their support to EU communities, including providing non-specialist advice and signposting individuals to immigration advice.

This project is currently funded until the end of 2025 with the possibility of an extension.

Overall Objectives of the Post:

New Europeans UK is looking to recruit an enthusiastic London Projects Community Outreach Worker to help achieve the aims and outcomes of the project and work as part of a small team in the organisation.



New Europeans UK works on a variety of activities that include producing online and printed resources for EU citizens and their family members in community languages, advocacy and influence with decision-makers and other stakeholders in the sector, and partnerships with other organisations in the sector and those working frontline. The post holder will also be expected to contribute to strengthening the work of the organisation, in keeping with our mission, to support EU citizens to secure their rights in the UK.

JOB DESCRIPTION

Tasks:

Community Outreach Work (40%)

- Develop positive and responsive partnerships with community groups and organisations in the boroughs of Lambeth, Southwark, Barking and Dagenham to strengthen their capacity, awareness and skills to support EU communities;
- Plan and deliver innovative activities to support community partners to improve their knowledge of the EUSS and the challenges faced by EU citizens and their families; develop local networks supporting EU communities; explore wider support that partners may need to better support these communities;
- Support partners to benefit from the wider support New Europeans offers, including strengthening their communications and messaging on EU communities in their borough and London;
- Create a robust system to monitor and evaluate the aims and outcomes of the project, including the benefits of partnership working;
- Work closely with the Comms Officer, and the rest of the team, to develop accessible resources targeted at vulnerable and at-risk individuals from EU communities.

EUSS Advice Service (30%)

- Work closely with the Senior EUSS Officer to provide direct legal advice on the EU Settlement Scheme;
- Receive, coordinate and manage referrals to New Europeans UK advice service from partner organisations;
- Plan and deliver advice activities to engage and support groups and individuals to understand and secure their rights;
- Keep up to date on changes in the relevant legislation;
- Monitor and evaluate the impact of the advice service to be used in reports and our wider advocacy work.

Project Reporting (30%)

- Ensure timely and accurate record-keeping in line with New Europeans UK's responsibilities as an OISC-registered organisation;



- Ensure clear and precise record-keeping for internal use of all activities performed;
- Contribute to the preparation of the interim and final reports to the project funder.

PERSON SPECIFICATION

Essential

- Right to work in the UK
- A high level of written and spoken English, and an ability to use these skills in a variety of formats (e.g. newsletters, presentations, discussions); Excellent communication skills, and an ability to communicate complex issues to professional and non-professional audiences;
- Some involvement in community activity (paid or voluntary) and/or developing and maintaining partnerships;
- Knowledge of EU free movement law, the EU Settlement Scheme, Appendix EU and the Withdrawal Agreement;
- In-depth understanding of the impact of the Hostile Environment on immigration law and the issues faced by migrant communities in the UK;
- Excellent IT skills, and confidence in learning new software (e.g. case management systems);
- Excellent problem-solving skills and flexible approach;
- Ability to work independently with a proven ability to prioritise and meet deadlines;
- Ability to work collaboratively and effectively as part of a team;
- Experience in activity monitoring and evaluation, and developing recording-keeping systems as required within the charity sector;
- Willingness to work towards acquiring OISC accreditation;
- Willingness to attend events during non-work hours occasionally;
- Shared commitment to New Europeans UK values and mission, including its Equalities policy;
- Commitment to understanding social and racial justice and challenging racism, with a sensitivity to these issues for migrant communities and the migration sector in the UK.

Desirable

- Understanding of, or work experience in, UK Immigration Law;
- OISC/IAAS Accreditation;
- Proficiency in another language (Spanish and Portuguese particularly desirable, but not exclusively);
- Lived experience of migration to the UK;
- Understanding the nature (and challenges) of working in the charity sector and a small organisation;
- Confidence in navigating power structures with different stakeholders.

Commitment to Diversity & Inclusion

New Europeans UK is an equal opportunity employer committed to maximising staff well-being and creating an inclusive and safe environment. People with lived experience of migration, from Gipsy,



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) outlining how you meet the person specification requirements to community@neweuropeans.uk. Please cite in the subject line "Job application - CBF Outreach Worker".

Essential dates

Closing date for applications is **15th January 2024 at 11 am**

Interview dates (in person; remotely can be arranged in exceptional circumstances) **w/c 22nd January 2024**