

# Refugee Council



SUPPORTING AND  
EMPOWERING  
REFUGEES

**JOB TITLE:** Children's Adviser

**TEAM:** Children's Advice Project

**GROUP:** Operations

**LOCATION:** Brighton

**REPORTS TO:** Kent Team Manager

**GRADE:** 5

**HOURS:** 35

## Context and Purpose of the Job

The Children's Section is responsible for delivering services to separated children seeking asylum and refugee children. The Section also leads on raising the profile of our clients and advocates on their behalf. Supporting this work, the Section also promotes good practice to statutory and voluntary agencies and seeks to influence government to national level.

Children's Advisers work on a team basis to cover all services flexibly, for example surgeries, casework, outreach work and our advice line.

The Refugee Council supports separated children across the country. The post is based in Brighton and will involve regular travel across the South. Must have full driving licence and access to a vehicle for work use (fully insured including for business use).

**This post is exempt from the Rehabilitation of Offenders Act 1974. Therefore, all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared at the application stage. An offer of employment is subject to a satisfactory Disclosure and Barring Service check. Repeat checks are initiated every two years.**

You can apply for this job at [www.refugeecouncil.org.uk/jobs](http://www.refugeecouncil.org.uk/jobs) Registered address: British Refugee Council, PO Box 68614, London, E15 9DQ. Registered charity no. 1014576 Registered company no. 2727514

## Main Duties and Responsibilities

1. To work in the best interests of the child.
2. To ensure all safeguarding issues are accurately recorded using the appropriate internal recording mechanisms.
3. To ensure all safeguarding issues are reported on time to all relevant agencies.
4. To screen clients and assess need and priority in a variety of settings, including at port of entry and at local authority reception centres.
5. To provide quality advice to children and young people on immigration and asylum to OISC Level 1.
6. To provide quality advice to children and young people on welfare issues.
7. To undertake casework where appropriate.
8. To work effectively with a range of statutory and non statutory bodies such as local authority children's services, health and education professionals and voluntary sector agencies.
9. To assist children and young people to access and establish appropriate support networks.
10. To keep appropriate and up to date records in the agreed format, and to report on time all necessary statistical information as agreed with the managers.
11. To work with volunteers as required in order to maximise the service to the children and young people, and to supervise volunteers from time to time as required.
12. To work effectively and professionally with interpreters.
13. To maintain professional boundaries, impartiality and confidentiality at all times.
14. To work flexibly across the whole service which will include undertaking initial assessments with children in range of settings, casework, giving telephone or email advice to children and to other professionals, and supporting children in a range of appointments with the Home Office, solicitors, local authority social services and others.
13. To undertake discrete pieces of work such as putting together case studies, assisting in training and collating information on the Refugee Council's Children's Section, as required from time to time.
15. To work closely with partner organisations and various stake holders.
16. To take responsibility for managing your own workload.
17. To carry out all work with regard to the Refugee Council's organisational policies and procedures.

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Financial

18. To be responsible for managing and reconciling small amounts of petty cash and to process your own travel and expenses as per the Refugee Council policy.

### **Additional Information**

#### **Health & Safety**

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council's Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

#### **Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

#### **Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

#### **Working at the Refugee Council**

A commitment to the work of the Refugee Council.

#### **Personal Effectiveness**

With the support of their manager the post-holder will need to effectively manage their own workload and medium and long term plans and objectives.

#### **Flexible Working**

This job cannot be carried out working from home.

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## Person Specification

### **JOB TITLE: CHILDREN'S ADVISER**

#### Qualifications

##### **Essential**

1. Office of Immigration Services Commission (OISC) accreditation or the ability to attain accreditation within one month. The post-holder must at all times adhere to the required standards as laid down by the OISC.
2. Employment is subject to satisfactory DBS check.
3. Must have full driving licence and access to a vehicle for work use (fully insured including business use).

#### Experience

##### **Essential**

1. Experience of providing advice to separated children and young people.
2. Experience of working with vulnerable clients who may present a range of needs.
3. Experience of managing a complex and demanding caseload.

#### Knowledge, skills and abilities

##### **Essential**

1. A good understanding of equal opportunities legislation and good practice and in particular how it relates to working with refugee children.
2. A good understanding of child protection and safeguarding issues, and knowledge of how to record and report.
3. Accurate and up-to-date knowledge of UK welfare legislation affecting separated children, for example, the Children Act (1989) and Children (Leaving Care) Act (2000).
4. Accurate and up-to-date knowledge of UK asylum procedures as it relates to children and young people.

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5. The ability to provide easily understood impartial advice to vulnerable children and young people.
6. Good written and spoken English of a sufficient standard to produce concise written records for external bodies such as for a court hearing.
7. Good negotiation and advocacy skills with the ability to represent a child professionally.
8. The ability to work under pressure and prioritise work effectively.
9. The ability to work effectively and supportively as part of a team of advisers, interpreters and volunteers.
10. The ability to build effective working relationships with a range of internal and external stakeholders.
11. A good knowledge of IT sufficient to maintain database records and case notes, work with email and manage your own correspondence.
12. The willingness to travel for work across the South East region, and a willingness to work outside of office hours from time to time.

**Desirable**

13. Written and spoken proficiency of other languages that are commonly used by children seeking Asylum in the UK

**November 2019**