

Job Description: Community and Integration Caseworker

Job Title:	Community and Integration Caseworker
Working hours:	Part-time (22.5 hours per week)
Location:	Helen Bamber Foundation office, Camden, London
Salary:	£28,000 (full time salary) - pro rata Salary £16,800 PA.
Benefits:	27 days full time annual leave allowance pro rata 16 days plus 4% matched pension contribution
Reporting to:	Community and Integration Manager

BACKGROUND

The Helen Bamber Foundation (HBF) is a human rights organization with an international reputation for providing medical consultation, therapeutic care, legal protection, and practical support to survivors of trafficking and torture. We are a team of therapists, doctors, lawyers, caseworkers, and administrators who help men, women and children recover from the emotional and physical damage they have suffered because of torture, human trafficking, or other forms of cruelty. We work with hundreds of survivors every year from all over the world.

OVERVIEW OF THE ROLE

You will be joining the Helen Bamber Foundation's Community and Integration team - a programme and client pathway that enables and supports our clients to develop connections, community, and independence. We are seeking a skilled individual with integration and community development experience who can undertake casework and provide support for multiple projects, activities, and partnerships with a focus on supporting our clients need to lead independent lives.

You will be essential to ensuring that our clients build and sustain their recovery through integration activities and are able to increase their digital skills by working with our clients throughout their journeys at HBF. To support the progress of clients to independence and recovery the successful candidate will need to develop strong relationships with other teams within HBF, as well as build partnerships and maintain strong referral pathways with external organisations.

Founder: Helen Bamber OBE, DU (Essex)

President: Emma Thompson (DBE)

Human Rights Advisory Group

Sir Nicolas Bratza, Parosha Chandran, Shu Shin Luh

Board of Trustees

Charlotte Seymour-Smith (Chair), Hugh Richardson (Treasurer), Sir Nicolas Bratza, Rebecca Hirst, Sam Peter, Nancy McCartney, Prof Ian Watt, Nina Kowalska

Managing Executives

Kerry Smith (Chief Executive Officer),
Professor Cornelius Katona MD FRCPsych (Medical Director)
Gareth Holmes (Director of Fundraising and Communication)
Anne Muthee (Director of Finance and Operations)

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You will also support the development and delivery of our client activity groups; the Community Group and the Creative Arts and Skills Programme (CASP), which includes working with client groups to ensure robust feedback to improve our services.

This role has a lot of scope for creativity and innovation, but you also need to be able to balance the daily demands of a large integration programme, individual casework and development objectives.

MAIN DUTIES AND RESPONSIBILITIES

Client Services

- Work on a one to one basis with clients to engage them with integration and development activities, including education, volunteering, or employment opportunities and the HBF client activity groups.
- Lead/support/develop a programme of digital skills development for our clients whether on individual courses, through partnerships and/or direct provision.
- Assist with managing and co-ordinating CASP, other integration initiatives and developing new activities.
- Work with the wider HBF multi-disciplinary team to understand the integration needs for our clients, including mapping pathways to education and employment'
- Respond and manage Community and Integration queries from clients and the HBF team.
- Identify and complete grant applications on behalf of clients who require funding support to access education or other services.
- Work closely with external services and partner organisations, including voluntary organisations and colleges, to develop integration opportunities for our clients and ensure their needs are met.
- Provide signposting and support to clients when it is time for them to move on from HBF.
- You may on occasion be required to accompany HBF clients who are vulnerable adults to appointments or services including college enrolment appointments, welfare appointments, appointments with social services, etc.

Programme Development

Identify and work with clients who may benefit from additional support to improve their social integration, digital inclusion, and educational progress.

Support and co-ordinate HBF creative activities, educational opportunities and therapeutic groups.

Work with a wide variety of stakeholders such as corporate partners, voluntary organisations and statutory services to support clients to access opportunities.

Keep accurate and timely records, to analyse and report on activities and inform the development of the Community and Integration department.

Volunteer Management

Alongside the Volunteer and Training Coordinator, the Community and Integration Caseworker will be involved in the recruitment, management and development of a team of volunteers who deliver the HBF activity groups and support our integration work.

With the Volunteer and Training Coordinator and the Fundraising team identify and develop corporate volunteering opportunities to deliver activities, working alongside senior management.

Other Duties

Support the organisation at special events and initiatives.

Manage the petty cash arrangements for the client activity groups and ensure accurate documentation.

Contribute to the development of operation and delivery plans for the organisation.

Undertake any other duties appropriate to the responsibilities of the post as requested.

PERSONAL PROFESSIONAL DEVELOPMENT

- Performance Review and Personal Development Planning.
- Access to a wide range of resources and trainings at HBF.

PERSON SPECIFICATION

The successful candidate will be an individual who is passionate about working to improve the environment for survivors of extreme human cruelty in the United Kingdom, works well with others and can demonstrate initiative and imagination.

EQUAL OPPORTUNITIES

The Helen Bamber Foundation and Asylum Aid is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we strive to ensure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level of the organisation. We actively welcome applications from people of colour, applicants with disabilities, applicants with lived experience of the asylum system, and from other minority groups.

Essential

*Educated to a minimum of degree level or with equivalent experience

*At least one year of experience of working with vulnerable groups

*Proven experience of implementing activities for vulnerable client groups

*Knowledge and experience of working with refugees and asylum seekers

*Knowledge of the challenges and hardship facing vulnerable clients, including asylum seekers and refugees, and demonstrable empathy for this client group

*Ability to problem solve and work in a fast-paced environment with flexibility and ability to manage change

*Excellent organisation and time-management skills and the ability to prioritise tasks, balance urgent work with long-term service delivery both independently and as part of a team

*Excellent interpersonal skills including tact and diplomacy, and the ability to build relationships internally with multi-disciplinary professionals and externally with stakeholders to develop joint working initiatives

*Excellent communication skills, both written and verbal, and the ability to negotiate and advocate to achieve positive outcomes for our clients

*Ability to communicate with a diverse range of people and quickly build strong and positive relationships

*Appreciation of the importance of confidentiality and Data Protection, including maintaining accurate records

*Computer literate and be able to use Microsoft packages such as Word and Excel

Desirable

*Knowledge of the rights and entitlements of asylum seekers and refugees, particularly in the context of education and employment

*Knowledge and experience of supporting refugees and asylum seekers to access Further and Higher education

*Experience of co-ordinating and facilitating groups

*Knowledge of digital skills learning and/or programme provision for people with English as a second language

*Experience of working with interpreters and communicating across diverse cultures

*Experience of programme co-ordination

*Experience of cash handling

*Experience of working with, supervising and/or managing volunteers

*Understanding the collaborative nature of our work with clients

*Knowledge of languages other than English

Please note: the successful candidate will be offered the job subject to suitable references and a DBS check. This role will require disclosure of both the adult and child barring lists. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment. The successful candidate must be available to work on a **Wednesday**. The other days are negotiable, although our preference would be for Tuesdays and Thursdays.

Please note the closing date for this job: please submit an up-to-date CV and a covering letter by Wednesday 6th December, outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org. Please state in your covering letter when you would be available to start the role.

Interviews are scheduled to be held the week commencing 15th January 2024.

For any queries, please call 0203 058 2020 and ask to speak to Yvie Younane.

We regret that we can only respond to applicants who make it to the interview stage. No agencies.