

Dear Applicant

Thank you for your interest in this post, **Immigration Caseworker**, with **nia**.

This application pack includes

- Information for applicants
- About **nia**
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- More about this post
- Job Profile
- Person Specification

If you are interested in applying for the job, please download an application form. **When completing it please relate your application to the requirements stated in the person specification**, as shortlisting for interview is dependent on the extent to which your application matches these.

Please complete the application form in full. Please do not include any additional documentation such as Curriculum Vitae, as the Organisation requires candidate's information to be in a standard form on its own application form.

Unfortunately, we are unable to write to applicants who are not shortlisted. Should you not hear from us within two weeks after the closing date, you should assume that on this occasion your application has been unsuccessful.

Your completed application form should be returned marked 'application form and the title of the post (s) that you have applied for' via email to administrator@niaendingviolence.org.uk or by post in a sealed envelope marked "Private & Confidential" to Rachel Evans, **nia** (Recruitment), PO Box 58203, London, N1 3XP by the closing date. Any late applications will not be accepted.

Yours faithfully,

Karen Ingala Smith
Chief Executive

INFORMATION FOR APPLICANTS

OUR APPLICATION AND OUR RECRUITMENT PROCESS

Applying for a job

nia's recruitment policy intends to ensure that every applicant is treated fairly. This means that we are not able to consider previous applications or personal knowledge of you. It means that if already work for **nia**, we do not take into account your personal file.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

Using the person specification

The **person specification** is the list of criteria or requirements regarded as necessary for the post. **To be considered for an interview you have to fulfil each point of the person specification marked "X" in column A (application).**

NB: Please note the maximum word count is 2500 words.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover more than one requirement. Draw upon your past and present jobs or interests; you may discover you have a broader range of skills than you imagined.

Give examples of the work you have been involved in and write in a positive way (e.g. I was responsible for I organised.... etc) Always remember to specify your own responsibilities rather than those of your section or department. The most important thing is to tell us - we are unable to guess or make assumptions.

Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for.

Completing the application form

Application forms should be filled in as completely and as clearly as possible so that we can consider all candidates on the same basis.

Write out the form in rough first to avoid mistakes and repetitions.

Make sure you complete the form clearly, and type it or use dark ink (black ink shows up best when photocopied).

In completing the references section, please give as your referees your current and most recent employers where possible.

*Send your form to nia on time **and keep a copy.***

If you would like your receipt of application acknowledged, please enclose a stamp-addressed envelope or postcard, which we will return to you.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification, and **applicants who meet requirements marked "X" on the A (application) column will be shortlisted for interview.** Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of three people who ask each candidate questions covering the relevant criteria. The questions are intended to allow you to expand on your application and to show the panel how far you meet the essential requirements of the post. Shortlisted candidates will be asked to complete a task/presentation either at or before the interviews. You will have the opportunity to ask questions about the job, conditions of service etc.

Panel members have to keep a record of their assessment of each candidate so that the reasons of their decision are clear and consistent. You should therefore not be worried about the panel taking notes.

Feedback

If you are unsuccessful and feel that feedback on your application and/or interview would be helpful in applying for other jobs, please email Rachel Evans, Central Services Manager at revans@niaendingviolence.org.uk who will be pleased to arrange this for you.

nia has been delivering services to women and children who have experienced domestic and sexual violence for 40 years.

The organisation has three main aims, which are to provide services for women, children and young people who have experienced male violence, working to end male violence against women and girls, and to inform and influence policy and public awareness. We achieve these aims by

- providing high quality services for women, girls and children who have experienced or are at risk of male violence,
- increasing awareness of violence against women, girls and children and developing services, contributing to research, debate and policy initiatives to prevent it,
- challenging inequality and discrimination and celebrating diversity,
- empowering and supporting women and children, and
- Increasing and developing the effectiveness of resources through partnership, collaboration and multi-agency action.

Presently, **nia** is delivering a range of services across London, primarily in the East and North of the city, the majority of which are delivered primarily in an outreach capacity. Our services are continually evolving in order to respond to the needs of women who face multiple disadvantage and barriers to accessing services, they currently include:

- **East London Rape Crisis** - for women and girls who have experienced any form of sexual violence -including rape, sexual assault and child sexual abuse - regardless of when it occurred, who it was perpetrated by and whether or not it was reported to the police.
- **The Emma Project** - a pioneering service for women who are escaping domestic and sexual violence and who use substances problematically; more than a third of the women who have lived in the refuge have also been exploited through prostitution. The women who enter the project have frequently been excluded from and/or refused access to other types of refuge provision.
- **Daria House** - a refuge for women who have been sexually exploited, with a particular focus on supporting women who have been exploited through involvement in prostitution. We offer non-judgemental support, information and advocacy. We help women to access housing and welfare benefits, legal advice, healthcare, drug and alcohol services and other specialist services for women in prostitution.
- **Independent Domestic Violence Advocacy (IDVA) Services** - We currently operate two different IDVA services in Haringey and Hackney where outreach workers support women who have been identified by the MARAC as being at high risk of serious domestic violence and homicide. The Hackney and

Haringey services are double accredited holding SafeLives Leading Light status and the Advice Quality Standard for casework with women.

- **IRIS** - a GP training programme and advocacy support to improve the health care responses to domestic violence and abuse. **nia** delivers IRIS in Hackney and Haringey
- **East London Exiting and Advocacy Project, (ELEA)** - offering outreach and one-to-one support to women involved in prostitution. **The ELEA Project** helps women access housing, welfare benefits, legal advice, drugs and alcohol services, specialist counselling and routes to exit prostitution. Women are also supported through access to employment training, education, volunteering and sustainable employment.

nia is part of ASCENT which is a partnership of 22 specialist organisations within the London Violence Against Women and Girls (VAWG) Consortium, delivering a range of services for survivors of domestic and sexual violence.

Training and Groupwork

We can provide training and groupwork to agencies, professionals, women's groups and young women.

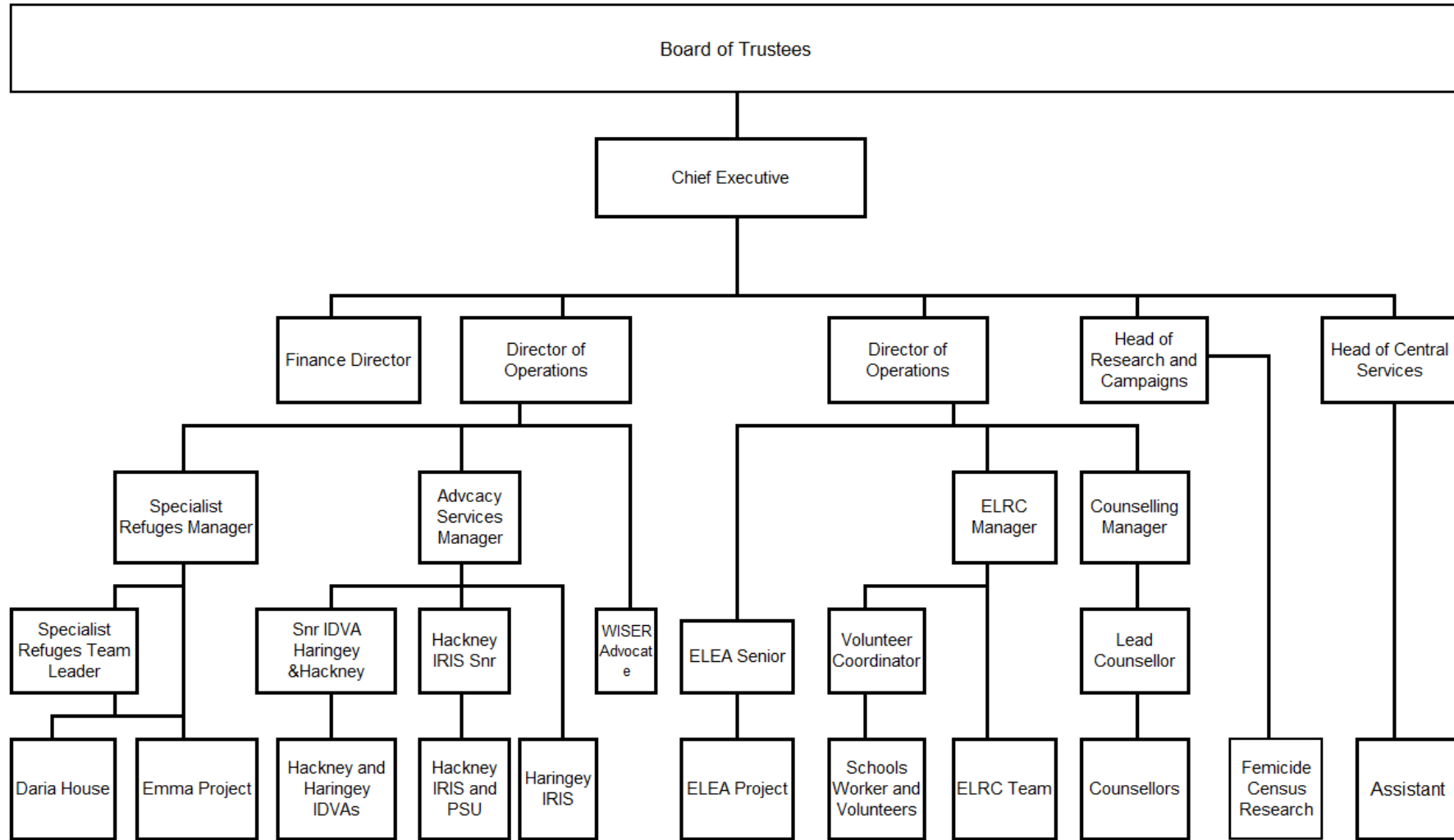
- Areas we specialise in include
- Sexual violence
- Improving healthcare responses to domestic violence and abuse
- Substance use and violence against women
- Prostitution and sexual exploitation
- Working with young women
- Feminist approaches to men's violence against women and girls

How to contact us

www.niaendingviolence.org.uk
info@niaendingviolence.org.uk

Address: P.O. Box 58203, London, N1 3XP
Telephone 0207 683 1270

Registered Charity Number 1037072
Registered Company Number 02673624



About the no recourse project

No recourse to public funds is an immigration condition placed on people [women, in the case of **nia** service users] who are legally in the UK on certain sorts of temporary or conditional visa; or indeed who may be over-stayers or otherwise irregularly here. This condition bars the women concerned from accessing any but the most extreme emergency public funding. They are expected to have enough independent financial means of their own or a “sponsor” who can guarantee to cover their costs such that they will not need to rely on i.e. “have recourse to” public funds. Public funds include a range of state services and provisions – so for instance state funds may include welfare, employment, housing and some health funding or benefits. This also includes most refuge funding.

Many women, of any and all immigration statuses, could be victims of violence against women and need an immediate safe space while they try to get over their trauma, make informed decisions about their choices for the future and access and enforce their rights. These could include issues of safety and protection, issues of child custody and contact, issues of access to justice for offences committed against them, issues of access to a viable income stream – benefits, employment, maintenance, issues relating to health and welfare and immigration status etc.

Many women with actual or effective¹ no recourse, who have experienced violence and abuse, may face additional barriers to accessing help, safety and justice. These barriers could include intense fear (whether founded or not) of the authorities, of deportation, of being separated from their children, of destitution, of criminalisation, or of repercussions against themselves, their children and their families including family overseas. In addition, they may experience isolation, ostracism, racism, language barriers and a lack of understanding of their particular context, needs and circumstances. Commonly, refuges undertaking an assessment of a woman’s needs prior to accepting a woman into their refuge, may require information about her access to funding. They may refuse to take women with no recourse as they may misguidedly assume the law prevents them from providing services to these women or because they themselves are afraid that they will not be able to meet the women’s needs as there may be a shortfall of funds and reduced move-on options.

Southall Black Sisters (the leading BME sex and race equality women’s organisation) has long campaigned to improve access to equality and justice for all women and with a particular focus on no recourse cases. This project arises from a successful funding proposal for holistic, wrap around support and advocacy. The bid was coordinated by Southall Black Sisters, and involves **nia**, Solace women’s aid, Asian women’s resource centre, Southall Black Sisters and Ashiana.

Advert

¹ By effective no recourse we mean the situation where technically an individual, typically an EU national, should have recourse but they are unable to prove their entitlement as they do not have access to the necessary documentation - often because they have been deliberately prevented from acquiring it or having copies of it.

Immigration Caseworker

nia has been delivering services to women, girls and children who have been subjected to sexual and domestic violence and abuse, including prostitution, since 1975. The organisation has three main aims: to provide services for women, girls and children who have experienced men's violence; contributing to ending male violence against women and girls, and to inform and influence policy and public awareness.

We are seeking to recruit to the following post:

Immigration Caseworker:

Salary Range: £28,000 - £32,000
Hours: 35hrs/week
Contract type and term: 31st December 2021

This is a specialist post to support and advocate for women with no recourse to public funds experiencing male violence with a particular focus on enabling their resettlement, independent living and access to, and enforcement of, their rights.

We are looking for a highly organised and self-motivated woman who is passionate about supporting women to rebuild their lives and access their rights after male violence. You will have a can-do approach, be determined to prioritise women and be able to articulate your commitment to **nia**'s feminist approach with a particular understanding of how race and sex intersect in no recourse cases. Your values, attitudes and abilities are as important as your experience.

To apply, please visit our website www.niaendingviolence.org.uk and download a job profile and application pack. CV's will **not** be accepted. Applications can be returned via email to administrator@niaendingviolence.org.uk

Closing date: 10am, 8 June 2020
Interview date: 16 June 2020

nia's service are run by women for women and therefore posts are restricted to women under the Equality Act 2010, Schedule 9 and part 1 section 7 (2) of the Sex Discrimination Act 1975 apply. An enhanced DBS (disclosure barring service) disclosure will be required for this role.

Rehabilitation of Offenders act 1974: this post is subject to the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from this post but under the act we must have the details.

Job Profiles

Immigration Caseworker

Position Titles:	Immigration Caseworker
Salary Range:	£28,000 - 32,000
Team:	Advocacy
Hours:	35hrs/week
Contract type and term:	Fixed term contract 31 st December 2021
Line Manager:	Director of Operations

THE ROLE

Immigration Caseworker

A: AIMS OF THE POSITION:

To provide direct support and advocacy to women with no recourse to public funds.

- providing individual needs-led information, safety planning, support and advocacy (including sign-posting) for women with no recourse who disclose their past or current experiences of violence and who require access to public services
- advocating for women with no recourse with in particular, but not limited to, statutory services
- assisting women to access legal advice and to prepare evidence necessary for a range of needs including evidence concerning histories of abuse, health histories, immigration histories, child custody and contact and when seeking to access justice for offences committed against them
- assisting with basic immigration issues within limits of what is allowed depending on qualification
- working in partnership with key participating partners
- assisting management in ensuring project is on target and data, reporting, monitoring and evaluation are up to date, timely, relevant and accurate
- undertaking some group work activities with women with no recourse including organising activities and outings to reduce isolation and build resilience and confidence
- Developing knowledge, confidence and awareness of rights and routes to support for women with no recourse with internal and external partners and agencies

B. SPECIFIC AREAS OF RESPONSIBILITY:

1. Advocacy and case work

The Immigration caseworker has responsibility for ensuring high quality support and services in accordance with the organisation's policies and procedures and current best practice.

- To undertake case work which ensures women's needs are met through high standards of support work including risk assessment, support and safety planning and crucially advocacy
- Provide direct casework support, advice, information and advocacy to women experiencing violence against women through face to face and telephone contact and in advocating for them with other agencies
- Work with women experiencing violence against women to increase their personal safety (and that of any children) and assist them to access, exercise and enforce their options and rights in terms of housing, legal and welfare rights including immigration
- To ensure data, feedback and case studies are gathered, maintained and up to date
- To develop knowledge base of **nia** by maintaining relevant information on tools and resources available to support no recourse cases
- To cooperate fully with key partners and participating agencies
- To proactively incorporate equalities considerations and a positive approach to diversity into day to day working, and to ensure an effective response to harassment, sexist or oppressive practice and discrimination
- To proactively identify and act on key issues relevant in such cases including adult and child safeguarding
- To develop and deliver group work and activities that are safe and appropriate
- Keep accurate records of all work done with or on behalf of clients and produce written reports as requested,
- Ensure all client records are maintained and treated in confidence according to internal policies and protocols

2. Quality, Performance and Partnerships Management

- To work with management in developing and meeting quality systems to deliver service standards and improve on service performance
- To ensure data, feedback and case studies are fed into returns, monitoring and evaluation and to ensure that any other relevant external and internal standards are met and that performance is continually improved
- To maintain constructive and effective working relationships with partners and other stakeholders
- To maintain appropriate records and statistics to ensure that the service and **nia** are meeting, and can demonstrate that they are meeting, the requirements of both service users and funders
- To assist management in feeding into relevant consultations, advocacy opportunities and evaluations regarding the development of strategies and services
- To ensure that knowledge and expertise of no recourse advocate are disseminated across **nia** to build confidence, tools and skills for such cases

3. External partners work

- As appropriate, ensure that rights and needs of women with no recourse are highlighted in relevant fora and with partners and agencies
- Promote awareness of the experiences and needs of women living with or escaping violence against women and being affected by no recourse,
- Maintain data that can reflect the barriers and obstacles faced by women with no recourse including on the referral pathways in and out of the service, the range of organisations they have approached, the responses received the period of time over which work is undertaken with no recourse cases.
- Ensure that other services are aware both of the service and of the limits to capacity so as to ensure appropriate referral levels but managing expectations
- Feedback on all aspects of the project for external evaluation purposes

4. General duties

- To act in accordance with **nia's** policies and procedures, including
 - The Safeguarding Children Policy
 - The Safeguarding Adults Policy
 - The Equalities and Diversity Strategy
 - Occupational Health and Safety Policies and Procedures
- To work in a manner which promotes the aims and objectives of the organisation
- To uphold and promote **nia's** feminist ethos and commitment to equality, diversity and anti-discriminatory practice
- Compliance with the Health and Safety at Work Act, and taking reasonable care of personal safety and that of other persons and resources whilst at work
- To attend and participate in regular training when required
- To attend and participate in regular supervision, staff and other meetings as necessary
- To carry out your own administrative duties
- To undertake any duties consistent with the post as may be reasonably requested by Senior Managers, the Chief Executive and Board of Trustees

PERSON SPECIFICATION

Immigration Caseworker Key to table

A	Application Form: areas will be used to shortlist
T	Test
I	Tested at interview stage

Please provide a supporting statement addressing all shortlisting criteria marked with “X” in the Application column (maximum word count: 2,500 words).

		A	I	T
1	Experience of successful advocacy for women who are victims of violence and who have no recourse to public funding	X	X	
2	Knowledge of the issues facing women, children and young people affected by violence against women and by no recourse along with an ability to identify women’s individual and collective needs		X	X
3	A broad base of administration skills including ability to maintain records and use IT and case management systems proficiently			X
4	Able to prepare effective, relevant arguments (written and oral) and to influence effectively to a wide range of audiences		X	X
5	Fluent in any of the following language(s); Urdu, Bengali, Polish, Romanian, Russian (Desirable)	X		
6	A working knowledge of the no recourse to public funds, strategies, tools and sources of support and advice available to women and their children		X	X
7	Excellent communication skills with the ability to communicate effectively <ul style="list-style-type: none"> with service users and statutory, voluntary and other stakeholders verbally and in writing advocating for service users, raising awareness of violence against women and representing nia 		X	X
8	Ability to critically assess own performance		X	
9	Able to be work evenings occasionally when required	X		
10	Ability to work independently and within a team, to plan and manage a complex workload, meet deadlines, problem-solve and respond to unplanned demands	X		
11	High level of self-motivation and ability to think creatively with a ‘can-do’ attitude that can inspire others		X	
12	A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives	X	X	
13	Desirable: OISC level 1 or 2 support and advice qualification	X		