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**Position: Project Worker- *Back in Control* project**

**Salary: £19,446 (28 hrs, SCP band 19, pro-rata): £15,553.2‬**

**Hours: 30 hours per week**

**Contract Type: fixed term- 10/02/2020 until 15/06/2022**

**Location: ICOS, 14 Foyle Street, Sunderland, SR1 1LE**

**Reporting to: Project Manager**

**Directly manages: Volunteers**

**Liaison with: Project evaluator (self-employed), Learning and Sharing Officer, Project Worker**

**Role description: International Community Organisation of Sunderland (ICOS)** is seeking to appoint a Project Worker to work on the *Back in Control* project. The project will support Black and Minority Ethnic victims of modern slavery and workplace exploitation, providing them with reliable support in a variety of areas, including housing, employability, advice on right and access to welfare. It will also engage with a number of local organisations with all sectors and offer training and awareness-raising activities, leading to systemic change in how victims are treated and supported.

The project workers) will deliver one-to-one holistic support to victims of modern slavery and work exploitation. This will include first tier advice, help to connect to services and apply for benefits. In some circumstances, when services cannot be provided by ICOS directly, it is expected that the project workers will identify appropriate services and refer clients to them, while retaining a high level of support for those who need it, e.g. attending external appointments with them. The project workers will also complete regular client assessments of need, including the baseline/initial assessment and take on between 25 and 35 cases per year. We prefer someone with experience of delivering one-to-one advice and/advocacy work.

*The Back in Control project is funded by The National Lottery Community Fund*

**Background information:**

**I**nternational Community Organisation of Sunderland (ICOS) exists to improve the quality of life of BME (Black and Minority Ethnic) people in the North East and to enhance community cohesion and intercultural understanding in this area.

We focus on those who lack access to information and services to ensure equal access.

We have particularly strong links to the Eastern European community, but we have also successfully worked with refugees, asylum seekers and BME people born in the UK.

Currently, most of our work is delivered in Sunderland and the surrounding area.

Our approach is to focus on both- assets of our community, as well as the issues that our community faces. While we are committed to supporting those in crisis, we strongly believe that it is our duty to prevent crisis.

We:

1. Connect people to opportunities

2. Defend people’s rights

3. Bring people from different cultural backgrounds together

In order to fulfil our mission, we provide the following activities:

-Information, Advice, Guidance and Advocacy work (individual casework) in a wide range of diverse areas, from employability to welfare rights

-Volunteering opportunities

-Cultural activities

Our values are:

-Justice

-Equality

-Involvement

-Connectedness

-Commitment

**Specific responsibilities:**

1.Supporting clients to ensure tangible outcomes for clients in areas such as access to welfare and access to services. This work will include ensuring that supported referrals are actioned. Outcomes for those clients will be centred around the following areas:

1. Accessing better employment.
2. People feeling in control of their lives.
3. People report being in a better financial position.

The project aims at wrestling control form the abusers and handing it back to victims and survivors.

2. Effectively engaging with referral agencies to source appropriate referrals

3. Engaging with the local community to ensure potential beneficiaries are aware of the support the project can offer

4. Ensuring regular, client-led activities are delivered and clients’ needs are met, as set out in the initial action plan and assessment of needs discussed with the client.

5.Working alongside the Project Reference Group to ensure that the voice of victims and survivors shape the project.

6.Supporting and training volunteers.

7.Ensuring appropriate adhered to and liaison with the police as appropriate

8. Use of the in-house monitoring and evaluation process.

9.Ensuring that the project meets the set targets, including:

-Supporting at least 140 individual victims/survivors of modern slavery and workforce exploitation (jointly with other project staff members)

-Identifying, recruiting, training and supporting at least 20 project volunteers (jointly with other project staff members)

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| **Category/requirement:** | **Essential:** | **Desirable:** | | **Confirmed through:** |
|  |  |  | |  |
| Skills/abilities: | -Excellent written and oral communication skills  -Ability to work on their own initiative and as part of a team  -Ability to manage own time and casework effectively  -Ability to manage and prioritise multiple tasks and complete them efficiently  -Able to work in partnership with other organisations  -Ability to support people from a variety of different backgrounds | -Knowledge of at least one of the 12 top foreign languages used by nationalities outlined in the National Crime Agency 2018 report as being spoken by adult victims of labour exploitation ([https://nationalcrimeagency.gov.uk/who-we-are/publications/282-national-referral-mechanism-statistics-end-of-year-summary-2018/file](about:blank), page 10 – Excludes English).  **Countries outlined in the report:**  *Vietnam*  *Romania*  *China*  *Albania*  *India*  *Sudan*  *Poland*  *Eritrea*  *Pakistan*  *Lithuania*  *Slovakia*  *Bangladesh* | Application form | |
| Experience: | -Working with vulnerable adults/BME community/Asylum Seekers and Refugees, as well as migrants  -Experience of delivering advocacy  -Experience of safeguarding procedures and processes  groups.  -Casework experience  -Experience of working with people from a variety of different backgrounds  -Experience of working with people for whom English is their second language | -Experience of delivering employability interventions  -Experience of supporting clients with addictions  -Experience of working with volunteers  -Experience of client recruitment, including from disadvantaged/ “hard to reach”  -Experience working with survivors/victims of modern slavery and/or human trafficking  -Experience of supporting victims of workplace exploitation | | Application form / interview |
| Qualifications | 5 GCSE’s A-C (including English and Maths) or equivalent  -a good general standard of education including literacy and numeracy skills | -Information, Advice and Guidance Qualification  -Relevant degree  -Safeguarding qualification | | Application form |
| Knowledge | -IT Literacy, proficiency with Microsoft Office  -Ability to use social media effectively  -Experience of safeguarding clients | -Knowledge of the National Referral Mechanism (NRM) | | Application form |
| Personal qualities | -Able to provide a voice to those who are often not heard  -Listening skills  -Able to relate to those who have suffered through modern slavery or workplace exploitation  -Able to use apply professional judgement and discretion when balancing conflicting needs and priorities  -Empathy and understanding, sensitive to clients’ needs  -Honesty and integrity  -Able to motivate clients so that they can regain self-confidence  -Flexible  -Organised with a good attention to detail  -Has a bold, ‘can-do’ attitude, dedicated  -Passion for the charity sector and supporting disadvantaged people  -Disciplined at managing own time and workload  -Values collaboration and is able to give and receive feedback  -Team worker  -A clear commitment equality and diversity |  | | Interview |
| Other | DBS certificate (current) or willing to obtain (paid for by the employer) |  | | Application |

**For more information and to request an application pack please contact: office@icos.org.uk, ICOS, 14 Foyle Street, Sunderland, Tyne and Wear, SR1 1LE**

**CVs will not be accepted.**

**Please note that our office closes for Christmas on 23/12/2019 and re-opens on 03/01/2020, so no applications can be received or picked up during that period, unless you download them from our website. Please request your application either before or after that period.**

**Completed applications can be sent by email to Michal Chantkowski, Project Manager at michal@icos.org.uk or by post to ICOS,14 Foyle Street, Sunderland, SR1 1LE.**

**Deadline for applications: 5pm on 13/01/2020. No applications will be accepted after this point. Interviews will be held week commencing: 20/01/2020**

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