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**Project worker- Employability**

**Salary: £24,960 (pro rata- 16-20hrs/week,). Actual: £9,984- £12,480**

**Contract Type: fixed term, can be extended subject to funding-**

**05/08/2024 until 04/08/2025**

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

**Reporting to: Manager**

**Directly manages/supports: Volunteers**

**Liaison with: Other staff members**

**Role description:** ***International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Project Worker to ensure successful delivery our employability work.***

The work is focused on vital support for migrant people in Sunderland and the surrounding area. You will provide reliable, holistic and proactive help, advice and guidance with accessing work, education and training, including support with jobsearching, applying for jobs, interview preparation, and recognition of qualifications. You will also support migrant people to understand the strengths they have, and build on them.

You will engage and collaborate with local organisations and partners across all sectors offering and delivering intensive support to often vulnerable clients and access opportunities for those clients wishing to progress into work, education and training

Applicants should be able to evidence experience of support or advice projects. You should have excellent communication skills and a knowledge of more than one language is desirable. With excellent IT skills, you should have an interest in reducing inequalities facing migrant people, including refugees, and a passion for helping people to progress and fulfil their aspirations/utilize their talents.

Applicants should be empathetic and have excellent organisational, interpersonal and communication skills as well as a deep understanding of the challenges facing the migrant community.

As an integral and vital part of the ICOS team you will be responsible for working with clients to support them with access jobs, and empowering them, as well as removing the barriers they are facing.

Casework/advocacy/advice experience preferred, but it is envisaged that training and job shadowing opportunities could be provided for the right candidate.

*This project is post is funded by the Community Foundation Tyne and Wear & Northumberland.*

**Background information:**

**I**nternational Community Organisation of Sunderland (ICOS) exists to improve the quality of life of migrant 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 minority ethnic 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

***Our motto is: Advocating for right, Creating opportunities***

**Specific responsibilities:**

1.Supporting clients to ensure tangible outcomes for clients in areas such as being able to achieve qualifications, enrol on training and improve skills, access work, as well as volunteering and placements to enhance their experience.

Outcomes for those clients will be centred around the following areas:

2. Access to opportunities and employability:

-Improved financial situation (e.g., as a result of finding work)

-Access to employment

-Access to training

-Access to qualifications

-Improved confidence

-Improved skills

-Better presentation

-Removed barriers to employability

3. Wellbeing

-Improved wellbeing (largely as a result of other interventions)

4. Effectively engaging with referral agencies to source appropriate referrals

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

6.Organising and running engagement and integrational events

7.Supporting and training volunteers.

8.Ensuring appropriate procedures are adhered to and liaison with external partners (e.g., prospective employers, Jobcentre Plus, the National Careers Service)

9. Use of the in-house monitoring and evaluation process, including the Lamplight system (training will be provided)

10. .Ensuring that the project meets the set targets and that this can be evidenced.

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| **Category/requirement:** | **Essential (a must):** | **Desirable (nice to haves):** | **Confirmed through:** | |
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| 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, including those affecting by hate crime, domestic violence, or seeking sanctuary.  -Compassion  -Ability to engage with, and encourage, excluded groups | -Knowledge of at least one of the top foreign languages spoken in the UK, according to the 2021  Census (excluding English):  https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/language/bulletins/languageenglandandwales/census2021 | Application form | |
| Experience: | -Working with vulnerable adults/BME community/Asylum Seekers and  Refugees, as well as migrants  -Experience of delivering employability and/or skills interventions  -Experience of delivering advocacy  -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 supporting clients who have insecure immigration status  -Experience of working with volunteers  -Experience of client recruitment, including from disadvantaged/ “hard to reach” communities  -Experience of empowering and mentoring clients and helping them to identify their own strengths  -Experience of working with women affected by domestic abuse  -Experience of safeguarding procedures and processes | | 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  -Equality and Diversity qualification | | Application form |
| Knowledge | -IT Literacy, proficiency with Microsoft Office  -Knowledge about supporting people to access work, training and skills opportunities | -Knowledge of issues affecting migrants, such as discrimination, No Recourse To Public Funds (NPRF)  -Experience of safeguarding clients  -Knowledge about the labour market and local employment opportunities | | Application form |
| Personal qualities | -Listening skills    -Able to relate to those who have suffered through exploitation, discrimination, or racism  -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) | Safeguarding training  GDPR / Data Protection Training | | Application |

**For more information and to request an application pack please contact:** [**office@icos.org.uk**](mailto:office@icos.org.uk)**, or go to the website:** [**www.icos.org.uk**](http://www.icos.org.uk) **to download a pack.**

**CVs will not be accepted.**

**Completed applications can be sent by email to Michal Chantkowski, Project Manager at michal@icos.org.uk.**

**Deadline for applications: 15/07/2024, 5pm.**

**No applications will be accepted after this point.**

**Interviews will be held 23/07/2024.**