

Role Description

Job Title	Community Engagement Officer: Migration Justice Project (CENGO-14-20)
Location	Belfast
Post	Full time (35 hours per week)
Salary	SPC 32 – 34, commencing £29,055 + 3% employer pension contribution
Reports to	Senior Research and Policy Officer
Purpose of job	This is a key post within Law Centre NI's new Migration Justice Project. The Project addresses the challenges experienced by those who have migrated to NI using law as a tool to protect rights and promote social change and to achieve durable solutions that overcome the risks associated with insecure immigration status. The role holder will work closely alongside community organisations to identify legal and policy issues and to increase their capacity to advise and support their communities.
Contact with	Community and voluntary organisations Advice sector Law Centre staff, volunteers and students Law Centre members Relevant organisational sub-committees Elected representatives and advisers Academics and think tanks Government departments in NI and GB Policy makers and other external stakeholders Legal profession Media
Apply by	12 noon, Friday 18 December

MAIN DUTIES

COMMUNITY ENGAGEMENT & CAPACITY BUILDING

- Work with community organisations to identify issues affecting the communities they support;
- Compile data and trends about migrants' experiences of problems and identify whether these are legal or policy issues and refer accordingly;

- Work with organisations to build a collaborative and participative approach to the Project's research and contribute to the Project's research;
- Identify community organisations that will benefit from OISC training and organise OISC Level 1 training;
- Build the capacity of community and voluntary sector organisations to identify issues amenable to legal resolution;
- Build the capacity of community and voluntary sector organisations to make timely referral for legal help;
- Work with Project colleagues to map existing referral mechanisms across the region within the sector and between the sector and public bodies;
- Work with Project colleagues and others to produce relevant public legal education tools that support community organisations;
- Build capacity of community and voluntary sector organisations to advocate for progressive change on migration justice issues;
- Contribute to the development and monitoring of the Migration Justice Project and promote innovation in the delivery of the Project's objectives and targets.

ORGANISATIONAL DEVELOPMENT

- Work collaboratively across teams to promote knowledge sharing that achieves positive results;
- Build and maintain effective relationships with member agencies and other organisations in the voluntary, community and statutory sectors;
- Represent LCNI to external stakeholders and organisations as required, including in relation to promotion of the Project and other LCNI services;
- Ensure timely and accurate management information is provided through work reports to management as required;
- Act as an ambassador for LCNI.

PROFESSIONAL DEVELOPMENT

- Continuously build professional knowledge and skills;
- Build stakeholder confidence in LCNI activities through high standards of personal and professional accountability;

- In consultation with line manager, identify training and professional development needs and source appropriate support.

OTHER DUTIES

- Be available to work outside standard business hours on occasion in order to meet the demands of the role;
- Undertake relevant administrative duties in the performance of this role;
- Undertake such other duties as may be required from time to time.

*NOTE: this role description will be subject to review from time to time in line with the changing needs of the organisation.

December 2020

Person Specification

Community Engagement Officer: Migration Justice Project

(CENGO-14-20)

Essential

Desirable

	Essential	Desirable
Qualifications, Knowledge & Experience	<p>E1 Third level qualification</p> <p>E2 Knowledge of the issues affecting migrants in NI, including forced/involuntary migration</p> <p>E3 Knowledge of law, policy and practice that affects migrants in NI</p> <p>E4 Experience of mobilising others to advocate for progressive change</p> <p>E5 Experience of presenting complex information in an accessible form</p>	<p>D1 Knowledge of UK and NI government structures</p> <p>D2 Experience of undertaking research on social welfare</p> <p>D3 Experience of identifying law and policy issues for strategic development and opportunities to influence change</p> <p>D4 Experience of providing social welfare advice</p> <p>D5 Experience of delivering training</p>
Abilities & Skills	<p>E6 Ability to communicate effectively with diverse groups of people from different backgrounds</p> <p>E7 Ability to inspire confidence in others and to encourage and build participation</p> <p>E8 Ability to work independently and collaboratively, promoting knowledge sharing in support of organisational strategic priorities.</p> <p>E9 Ability to identify and maximise organisational development opportunities</p> <p>E10 Proficient in the use of IT with good organisational skills and ability to be administratively self sufficient</p>	<p>D6 Fluency in a language(s) spoken by migrant communities in NI</p>

<p>Aptitudes/Commitment</p>	<p>E11 Self-motivated with a passion for affecting progressive social change</p> <p>E12 Aptitude for building and maintaining good interpersonal relationships with colleagues and external stakeholders</p> <p>E13 Commitment to on-going professional development</p> <p>E14 Open to self-reflection and growth</p> <p>E15 Aptitude for responding proactively to immediate challenges</p> <p>E16 Commitment to aims of Law Centre NI</p>	
<p>Circumstances</p>	<p>E17 Available for occasional out of hours work in accordance with the requirements of the post.</p> <p>E18 Willingness to travel as required</p> <p>E19 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)</p>	