



<b>Job Title:</b>	<b>Trainer – EU Settled Status</b>
<b>Responsible to:</b>	Programme Co-ordinator
<b>Responsible for:</b>	N/A
<b>Salary:</b>	£28,000 per annum + 6% pension
<b>Hours:</b>	36 hours per week
<b>Holiday:</b>	25 days plus bank holidays pro rata
<b>Based at:</b>	Laurels Healthy Living Centre
<b>Contract:</b>	Fixed term till 31 March 2020
<b>Start Date:</b>	Immediate

### **Purpose of Job:**

To deliver an effective programme of training and workshops to Voluntary and Community Sector (VCS) organisations and residents to facilitate delivery of practical support to vulnerable or at-risk EU citizens and their family members required to make EU Settlement Scheme (EUSS) applications.

In particular, you will be responsible for:

1. Delivering workshops informing residents and voluntary and community sector organisations about the scheme and application.
2. Training community advisors and case workers on the registration process in line with contractual requirements and relevant standards set by the Office of the Immigration Services Commissioner (OISC).
3. Developing and sharing communications materials, gathering insight from unregistered EU citizens, to better understand their motivations and better target the programme's training approach.
4. Supporting the Programme Co-ordinator to ensure that the programme links appropriately with other support including national or regional schemes targeting specific communities, such as Roma or rough sleepers, plus the Council-run Digital Assistance scheme.

### **Principal Tasks**

#### ***Service and project delivery***

1. To raise awareness about the scheme by developing and delivering a series of workshops to inform residents and voluntary and community sector organisations about the scheme and application process, targeting neighbourhoods with high levels of target

groups. This will include operating in schools, children's centres, Jobcentre Plus, customer service centres, faith groups and other community hubs in order to raise the profile of the scheme and spread knowledge of wider support available through community channels.

2. To provide training to community advisors and case workers on the registration process in line with contractual requirements and relevant standards set by the Office of the Immigration Services Commissioner (OISC). This will include understanding of OISC Advice Levels in general and Level 1 (Advice and Assistance) in particular.
3. To develop and share communications materials, gathering insight from unregistered EU citizens, to better understand their motivations and better target the programme's training approach.
4. To support the Programme Co-ordinator to ensure that the programme links appropriately with other support including national or regional schemes targeting specific communities, such as Roma or rough sleepers, plus the Council-run Digital Assistance scheme.

#### ***Community involvement***

5. To ensure an inclusive approach that builds on the existing strong relationships, language skills and engagement expertise among Haringey's diverse VCS networks.

#### ***Partnership working***

6. To take opportunities to develop delivery partnerships including developing and maintaining effective working relationships with local residents, Trust service users, local representatives, voluntary and community groups, statutory and public sector organisations, businesses and funding bodies.

#### ***Communications and marketing***

7. To assist with the preparation of marketing materials and reports on the EUSS programme including case studies, good news stories.

#### ***Team working***

8. To promote a positive team environment and work well as part of the Trust staff team to co-ordinate activities and resources in order to meet Trust charitable purpose.

#### ***Customer care***

9. To be responsible for promoting high levels of customer care within your own areas of work.

#### ***Equality***

10. To understand, promote and implement the Trust's equality policy, recognising social and cultural diversity in the delivery of services, contract management and staff/volunteer recruitment and management.

#### ***General***

11. To comply with the statutory provisions of all Health and Safety, Immigration Advice and other relevant legislations, Data Protection, Safeguarding and all Trust policies and procedures including commitment to ethical and environmentally sustainable practices.
12. To be able to work flexible hours to meet community needs including working some evenings and weekends.
13. To undertake appropriate training as and when required.
14. To recognise that the principal place of work is as stated in the Job Description – however, the Trust has a main office at the Laurels Healthy Living Centre and other community venues which you may need to cover as required.
15. To recognise that the above-mentioned responsibilities are neither exclusive nor exhaustive and the post holder may be required to carry out other duties commensurate with the grade of the post.

## Person Specification – Trainer

### Qualifications

	Criteria	E	D	Assessment
a	Graduate or equivalent level.	X		AF
b	Nationally recognised qualification in immigration advice (OISC Level 1-3) or equivalent.	X		AF
c	Evidence of continuous professional development.	X		AF

### Experience

	Criteria	E	D	Assessment
d	Experience of planning, organising and running training events and/or workshops.	X		AF/Test / Interviews
e	Experience of preparing reports including impact and outcome.	X		Test/ Interviews

### Skills, Knowledge and Abilities

	Criteria	E	D	Assessment
f	Knowledge of the statutory and policy framework surrounding migrants and knowledge of immigration policies.	X		AF/Interviews
g	Excellent team working skills and ability to work on own initiative.	X		Interviews
h	An understanding of the needs of migrant communities and in particular of those who are vulnerable or at risk of additional barriers.	X		Interviews
i	Ability to plan, organise and prioritise work to meet tight deadlines.	X		Interviews
j	Ability to inspire and motivate others.	X		Interviews
k	Ability to prepare and present written reports, and to communicate information effectively, both verbally and in writing, to users and other workers.	X		Interviews

<b>l</b>	Good knowledge and understanding of relevant key legal/policy areas including: safeguarding policies and legislation, risk management, equal opportunities.	X		AF/Interviews
<b>m</b>	Proficient in the use of Information Communications Technology including MS Office, Websites, Blogs, Twitter, Facebook and databases. Adaptive and able to pick up new technologies.	X		AF/Interviews
<b>n</b>	Readiness to work flexibly, recognising the need to work evenings and some weekends.	X		Interviews
<b>o</b>	Ability to speak one or more EU languages in addition to English.		X	AF

**Other requirements**

<b>p</b>	<b>Criteria</b>	<b>E</b>	<b>D</b>	<b>Assessment</b>
<b>q</b>	Willingness to undergo enhanced CRB/DBS Disclosure	X		AF

**Note:**

E = Essential

D = Desirable

AF = Application Form/Supporting Statement