



**Working to create a society which is inclusive and
compassionate towards migrants**

Post Detention Caseworker JOB DESCRIPTION AND PERSON SPECIFICATION

Reporting to:	Director
Location:	54-56 Castle Street, Dover, CT16 1PJ
Travel:	Primarily Dover, occasional national travel
Hours:	part time - 15 hours over three weekday mornings (10-1pm required hours)
Job status:	Permanent
Holiday:	25 days pro rata + statutory holidays
Salary scale:	NJC Salary Scale 10-16 £21,695 -£24,012 depending on experience

About Samphire

Samphire is a registered charity (No. 1106667) that works to create a society which is inclusive and compassionate towards migrants. Samphire is committed to equality, human rights and promoting the benefit of lived experience expertise. Samphire's work includes:

- Advice and support to people who have been released from detention
- Pro-bono immigration legal advice and representation to local communities in South East Kent (OISC Levels 1 and 2)
- Community Engagement with the diverse communities of Kent including work on Roma Inclusion and running Dover's annual multicultural festival
- Welfare advice, support and on-site well-being sessions for people housed at Napier Barracks

Job Purpose

The Post Detention Caseworker provides support to people who are released from immigration detention in the UK with the aim of alleviating destitution, improving their quality of life and facilitating integration into their local communities. The Caseworker contributes to the smooth running of the Post Detention project.

Job Description

The role is based in Dover. Through our freephone helpline the caseworker will advise former detainees on their rights and entitlements, enable them to access essential services and empower them to take action that will improve their lives. Through contributing to Samphire's policy and advocacy work they will seek to influence the wider debate about migration for the benefit of our client group and society more generally.

Main duties and responsibilities

- To be an initial point of contact for people having left immigration detention in the UK
- To identify and help to resolve problems faced by people on release from detention through advice on welfare rights and entitlements, referrals, signposting and casework
- Casework, including but not limited to, making phone calls, writing letters, filling in forms and wherever possible supporting self-advocacy
- Assessing need and process emergency payments in line with Samphire policy
- Signposting to local health and social care, education, asylum support, housing and NGOs like Migrant Help
- Providing emotional support and compassion
- Contributing to current and appropriate signposting and referral resources
- Keeping up-to-date with changes and developments of immigration process, asylum support, legislation and guidance related to rights and entitlements
- To liaise with other groups, charities and projects across the country working to support migrants
- To work collaboratively with the Project Manager and Project Coordinator to deliver the project
- To raise awareness of Samphire at Immigration Removal Centres
- Speaking at public events about detention and Samphire
- To attend relevant fora and networking events
- To work within the parameters of a budget
- To keep accurate records of project activities for the purposes of monitoring, evaluation and measuring impact
- To assist in drafting project reports.
- To assist with the organisation and delivery of events, such as the annual Conference
- Collaboratively with the Samphire team train and manage volunteers
- To work at all times collaboratively with the rest of the Samphire team with the opportunity to become involved in other projects when required
- To undertake such duties and responsibilities appropriate to this post, not specifically mentioned in this Job Description, as allocated by the Director

Qualifications and Qualities

Essential

- At least one years experience in a relevant role, paid or voluntary
- Excellent telephone manner
- Excellent communication and listening skills, including the ability to communicate with a wide range of diverse people
- Commitment to protecting asylum-seekers and other migrants rights
- General understanding of the asylum support system and immigration detention
- Ability to organise and prioritise a workload
- Good problem-solving and analytical skills
- A high standard of written and spoken English
- High level of computer literacy including experience word processing, database/CRM record keeping and internet skills
- Ability to work flexibly including occasionally outside normal office hours
- Experience of other cultures, immigration or race equality, paid or voluntary
- Commitment to the principles of equal opportunities
- Understanding of and commitment to confidentiality and GDPR compliance
- Understanding of and commitment to safeguarding

Desirable

- Educated to a degree level or comparable qualifications
- Experience of working with people at risk of harm and exploitation
- Experience working with people with mental health needs
- Monitoring, evaluation and report writing experience
- Knowledge of welfare rights and entitlements
- Experience of managing a budget
- Knowledge of an additional language and experience of immigration detention is highly desirable

Working Conditions

The role is office based in Dover, and involves staffing a daily phonenumber between the hours 10am to 1pm and delivering casework, with supervision, that comes out of those calls.

The Caseworker will be expected to attend and assist in other local Samphire events.

A Disclosure and Barring certificate (DBS) will be will be required. Samphire is committed to equal opportunities and race equality. We are keen to receive applications from people with experience of immigration and particularly people with experience of detention.

If you are a disabled person please contact us about your reasonable adjustments requirements.

Please send your CV and cover letter that addresses all points at Person Specification and outlines why you are suited and passionate working towards creating the society which is inclusive and compassionate towards migrants to recruitment@SamphireProject.org.uk (subject line: Post Detention Caseworker) along with a completed Equality data form.

For further questions, please contact Indre Lechtimiakyte, Legal and Migrant Support Manager on indre@SamphireProject.org.uk or 01304 242755.

The deadline for applications is 5pm on 18th of May 2022. Interviews will be held on the 23rd, 24th, 25th May.

This post is permanent with funding currently secured for two years from the National Lottery Reaching Communities.

Patron: Bishop Rose Hudson-Wilkin
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Telephone: 01304 242755
www.SamphireProject.org.uk/
Registered Charity No. 1106667
Regulated by the OISC. Ref. No N201800024

