



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

Post Detention Project Coordinator – Lived Experience Steering Group JOB DESCRIPTION AND PERSON SPECIFICATION

Reporting to:	Director
Location:	54-56 Castle Street, Dover, CT16 1PJ
Travel:	Primarily local, occasional national travel
Hours:	Full time 37 hours
Job status:	Permanent
Holiday:	25 days + statutory holidays
Salary range:	NJC Salary Scale 18-22 £25,419-£27,514 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 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 well-being sessions for people housed at Napier Barracks

Job Purpose

The Post Detention Project Coordinator provides support to people released from immigration detention in UK with the aims of alleviating destitution, improving quality of life and developing integration and confidence. They coordinate expert by experience advocacy including the Post Detention Lived Experience Steering Group

Job Description

The role is primarily based in Dover supporting people who have been released from detention and quasi detention have their voices heard and rights met. Through our freephone helpline they will also 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

- Chair and facilitate the Post Detention Lived Experience Steering Group (comprised of experts by experience) arranging monthly meetings, keeping minutes and taking actions as agreed by the group
- Recruit new members to the Steering Group
- With the Legal and Migrant Support Manager research and draw up proposals to establish a similar mechanism to involve and support people who have been released from quasi detention
- Organise training and other workshops for Experts by Experience
- Monitor, evaluation and measure the impact of the Lived Experience involvement and advocacy mechanisms
- Organise events including the Annual Conference
- Along with the caseworker and manager act as an initial point of contact for people who have 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, lived experience expertise, race equality and Samphire
- To attend relevant fora and networking events
- To manage a budget for coordinating the Steering Group
- With the Manager develop monitoring, evaluation and impact measurement and keep accurate records and data
- To write and draft project reports
- Collaboratively with the Samphire team recruit, 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

- Educated to a degree level or comparable qualifications
- At least one year 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 the rights of asylum-seekers, refugees and other migrants
- General understanding of the asylum support system and immigration detention
- Experience of immigration, race equality or human rights settings
- Ability to organise and prioritise a workload.
- Excellent problem-solving and analytical skills
- A high standard of written and spoken English.
- High level of computer literacy including word processing, database/CRM record keeping and internet skills
- Ability to work flexibly including occasionally outside normal office hours
- Experience of, and sensitivity to, other cultures and awareness of cultural differences
- Commitment to the principles of equal opportunities
- Understanding of and commitment to confidentiality and GDPR compliance
- Understanding of and commitment to safeguarding

Desirable

- Experience of working with and advocating for asylum-seekers
- Level 1 OISC
- Experience involving those with lived experience or in user-led organisations
- 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 planning and managing budgets
- Experience of events management
- Knowledge of a second language and experience of immigration is highly desirable

Working Conditions

The role is based in Dover and will require some national travel. A Disclosure and Barring certificate (DBS) will be required. Samphire is committed to equality and are keen to receive applications from people with experience of immigration, particularly those 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 Project Coordinator) along with an 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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Registered Charity No. 1106667 Regulated by the OISC. Ref. No N201800024

