

## Project 17 Job description and person specification

<u>Title of Post:</u>	<b>Community Organiser</b>
<u>Location:</u>	Working from Project 17, St Joseph's Hospice, E8 4SA with occasional travel. Hybrid working is optional with at least two days from the office.
<u>Line manager:</u>	Policy Coordinator
<u>Responsible for:</u>	Supporting people with personal experience of destitution caused by NRPF to create change. Supporting Project 17's wider advocacy work.
<u>Salary:</u>	£38,973 pro rata (£31,178 per year)
<u>Annual Leave:</u>	25 days + bank holidays pro rata
<u>Hours:</u>	28 hours per week
<u>Contract:</u>	Maternity cover (9-12 months)

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### Description

To develop, support and facilitate United Impact, a group of Project 17 clients and former clients building solidarity and creating strategic change in line with Project 17's broad aims.

### Main Tasks

#### A. Group work

To develop and support an action and solidarity group made up of people with personal experience of destitution stemming from NRPF. This will include:

1. Recruiting and inducting group members.
2. Facilitating sessions

3. Coordinating training and opportunities for learning and development for group members
4. Monitoring and evaluating the work of the group, in partnership with colleagues, external evaluators and group members
5. Working with group members to identify campaigning and policy priorities
6. Identifying platforms and opportunities on behalf of the group
7. Supporting the group to deliver its chosen priorities
8. Working with the group to develop and deliver a communication strategy, including social and traditional media, website and other communication channels identified by the group.
9. Creating opportunities for the group to participate in wider migrants' rights sector by taking the lead on bringing together a consortium of groups of persons with lived experience of NRPF supported by different organisations.
10. Lead on developing a system of peer-support within the group, providing strategic direction and planning with practical support from the Group Support Officer.

**B. General Duties**

1. To attend relevant training and development courses
2. Keep up to date with legislative and other changes affecting migrants with NRPF
3. Ensure all policies, procedures and working practices maintain in line with quality standards
4. To be administratively self-serving
5. To undertake any other related duties as required, consistent with the development of the post and the organisation
6. To undertake occasional evening and weekend work

## Person specification

Experience	Essential or Desirable (E/D)	Demonstrated at application or interview (A/I)
Knowledge and understanding of issues affecting families with no recourse to public funds, and the relevant law and policy	E	A
Personal (lived) experience of no recourse to public funds	D	A
Experience of working with people who have lived through trauma	E	A & I
Experience of advocating for policy change on issues affecting migrants' rights	D	I
Experience of engaging with different stakeholders, including politicians, decision-makers and voluntary sector staff	D	I
Experience of community organising	E	A & I
Experience of working with social and traditional media	D	A
Skills and abilities		
Excellent communication skills, including listening and communicating with a wide range of people	E	A & I

Strong IT skills, including typing; using email and Google Drive; familiarity with spreadsheets and databases	E	I
Ability to think strategically and develop good practice	E	I
The ability to work as part of a team	E	A
<b>Values</b>		
A commitment to the values and ethos of Project 17	E	A & I