



Job Title: Project Development Officer - No Recourse to Public Funds (NRPF)

Reporting to: Programme Development Manager

Salary: £21,000-23,000 pa (pro rata) dependent on experience

Hours: 37 hours per week

Location: Office based Sheffield, working across South Yorkshire with occasional regional and national travel

This post is restricted to female applicants under the Equality Act 2010 Schedule 9, Part 1.

Job Purpose

- To provide support to Black, Asian, Minority Ethnic and Refugee (BAMER) women who have experienced or are at risk of experiencing violence and abuse including: domestic abuse, forced marriage, female genital mutilation, human trafficking and 'honour' based violence.
- To manage a case load and support the Programme Development Manager and Refuge Lead in the effective development and delivery of high quality NRPF support, information and advice services
- To support clients with No Recourse to Public Funds (NRPF) whose immigration condition restricts access to public funds, including many mainstream benefits such as welfare and housing; ensuring women access their rights and entitlements
- To gather information and raise awareness of the issues at a local and national level to affect policy change and commissioning practices
- To ensure good joint working practices are established and maintained with relevant parties.

Key Tasks and Responsibilities

Project Development

- To raise awareness of the issues that women with NRPF face, advocating and delivering awareness, training and conferences to relevant cross-sector staff and policy makers
- Advise Ashiana staff on the support needs of those women with NRPF and how to advocate on their behalf with statutory agencies such as the Local Authority who may have a duty of care under s17 of the children Act or under the vulnerable adult provisions of the Care Act; and raise awareness of these provisions with such authority departments
- Gather information and evidence the needs of women to feed into local and national policy changes

- Identify funding sources and work alongside the team to gain funding for services, accommodation, equipment and subsistence for women and children through a variety of streams
- To attend NRPf Network meetings on behalf of Ashiana to keep abreast of regional and national developments and policy change.

Support

- To support recovery through the provision of high quality safety planning, support, information, signposting and advocacy for a case load of BAMER women who have experienced or are at risk of experiencing violence and abuse including: domestic abuse, forced marriage, female genital mutilation, human trafficking and 'honour' based violence.
- To specialise in supporting women with No Recourse to Public Funds (NRPf) whose immigration condition restricts access to public funds, including many mainstream benefits such as welfare and Housing.
- To support women residing in Ashiana's refuge provision who have experienced violence and abuse, particularly those with NRPf
- To provide information and advice on relevant issues including health, housing, counselling, welfare benefits, training, employment and safeguarding.
- To assist women and children to move on in accordance with needs and wishes expressed in their support plans, including the need for independence, or when clients are no longer eligible to NRPf support due to a change in immigration status.
- To identify agencies and individuals who could provide appropriate support. To work with the client and potential service providers to draw up a detailed plan and co-ordinate the delivery of this plan.
- To produce high quality reports to support clients' where necessary.
- To manage resident and neighbour disputes and complaints, encourage participation in tenant consultation and involvement with the organisation.
- To establish and promote an effective working relationship with partner agencies, both statutory and voluntary.
- Participate in service user Involvement / feedback influencing service delivery
- To keep informed of relevant legislation, funding, care and support models and changes affecting Ashiana's Support Service, particularly those affecting NRPf.
- To work with the team to identify cross sector training and awareness raising opportunities and help source and develop new and innovative funding streams to support the project.

- To undertake health & safety and fire checks and assessments in refuge accommodation, and ensure compliance with relevant health and safety legislation.
- To be part of the refuge "out-of-hours" rota, including receiving out of hours referrals.

Monitoring, Reporting and Finance

- To make applications to appropriate funders and charitable organisations for appropriate individual grants.
- To maintain accurate records, statistics and qualitative information in accordance with the Contractual requirements.
- Ensure all necessary records are properly maintained in line with policies on information management systems, files, finance, and administration.
- Report & follow up maintenance and improvement works within the refuges

Other Requirements

- To promote the aims and objectives of the organisation and ensure that all contacts with external people and organisation fully reflect the professional approach of the organisation.
- To achieve personal and team performance targets identified on an annual basis via appraisal.
- To work flexibly as a member of a team and the organisation. To ensure all contacts both within the team and with other teams assist the smooth running of the organisation.
- To share relevant information and expertise within the organisation.
- To attend and make best use of regular supervision sessions and participate in relevant training.
- To work within Ashiana’s statement of intent and equal opportunities. To promote the equal opportunities policy and anti-discrimination practice in all areas of Ashiana's work.
- To work within Ashiana’s Health & Safety and all other policies and procedures.
- To carry out any other duties that may reasonably be requested.

Person Specification

Attributes	Essential Criteria	Desirable Criteria	How Identified
Qualification		OISC qualified or Degree in relevant Law Field	Certificates
Relevant Experience	Experience of supporting people to access services.	Ability to speak a community language	Application

	<p>Experience of using a wide range of IT packages, e.g. word processing, spreadsheets, e-mail and databases.</p> <p>Experience of performance management and data recording</p> <p>Experience of working directly with survivors of domestic abuse, providing practical and emotional support</p> <p>Experience of working with people in danger/distress</p> <p>Experience of working with people with immigration issues</p>	<p>Experience of supporting women with NRPF</p> <p>Experience of working in a refuge/supported housing environment</p>	<p>Interview</p>
<p>Knowledge & Skills</p>	<p>Understanding of violence and abuse and its effects on BAMER women and children</p> <p>An understanding of the BAMER communities and factors affecting the lives of BAMER women and children.</p> <p>Knowledge of the issues faced by those with NRPF</p> <p>Understanding of the range of support and services required by victims of abuse</p> <p>Understanding of the relevant legislation relating to domestic violence, including Child Protection Procedures and legislation relating to Domestic Abuse.</p> <p>Good working knowledge of the principals of confidentiality and to be able to apply them to complex practical situations</p> <p>Knowledge, commitment and understanding of partnership</p>	<p>Awareness of issues which might affect the management of tenants in shared housing</p>	<p>Application Interview</p>

	<p>working</p> <p>Ability to communicate clearly – written, verbal and face to face.</p> <p>Ability to liaise, both within the organisation and externally, at all appropriate levels.</p> <p>Ability to work under pressure and meet tight deadlines.</p> <p>Ability to work under own initiative and particularly use own initiative to resolve issues.</p> <p>Ability to produce written reports to a high standard.</p> <p>Ability to work closely with people that have been affected by domestic abuse, in a way that respects their individual circumstances.</p> <p>Ability to manage own caseload, carry out risk assessments and prioritise work.</p> <p>Ability to collect data about enquiries and activities and maintain accurate attendance and monitoring records and to prepare regular written reports for the Board of Trustees and funders</p> <p>Ability to maintain profession boundaries</p> <p>Ability to forge good working relationships within the staff team</p>		
Additional Factors	Ability to participate in Ashiana’s out of hours ‘on call’ rota	Ability to work flexibly as hours likely to vary	Application Interview

