



South Yorkshire Refugee Law and Justice

**The Sanctuary,
37 – 39 Chapel Walk,
Sheffield,
S1 2PD**

Job title:	CO-ORDINATOR
Responsible to:	SYRLJ Trustees
Salary:	£25,000-£30,000 depending on level of experience, pro rata (actual salary range £10,000-£12,000 per annum)
Hours:	14 hours per week
Contract:	Fixed Term until March 2022 – continuation subject to securing additional funding
Holidays:	25 days plus English Bank Holidays (pro rata)

ABOUT THE ORGANISATION

SYRLJ is a small voluntary organisation which has been providing legal help for refused asylum seekers since 2011. The organisation's objectives as laid down in our Constitution are

1. To promote respect for human rights (as set out in relevant United Nations Conventions and Declarations) by all or any of the following means:
 - a. Relieving need among the victims of human rights abuses
 - b. Educating the public about human rights abuses
 - c. Eliminating infringements of human rights
2. The relief of financial hardship amongst asylum seekers, refugees and their dependants in the South Yorkshire area by the provision of free legal advice and assistance.
3. The advancement of education of the public about asylum law and practice

SYRLJ provides detailed research, intensive casework and legal advice. Our work includes research, advice, referral and fresh protection or family life claims. We investigate cases thoroughly and imaginatively with the aim of establishing a legal route forward to obtain status wherever possible. We focus mainly on fresh claims for international protection but also work on Article 8 and statelessness applications. There may be opportunities in future to expand our activities, for instance to include exceptional case funding applications and legal aid appeals.

SYRLJ is based in The Sanctuary, Sheffield - a vibrant centre for refugees, asylum seekers, and refugee support organisations. We are well embedded in the local community and network of voluntary organisations, and have a strong relationship with local legal practitioners and the University of Sheffield Law Department, who recruit our student volunteers.

SYRLJ is registered with the Office of the Immigration Services Commissioner to Level 3.

JOB PURPOSE

1. To support the provision of high-quality free immigration advice to refused asylum seekers in South Yorkshire.
2. To maintain, and, where needed, to establish effective and accessible office practices in SYRLJ.
3. To ensure that all service data is appropriately recorded to meet the monitoring requirements of our partnership agreements.
4. To work with the Staff and Volunteer Team to maintain the ethos of SYRLJ.

MAIN DUTIES AND RESPONSIBILITIES.

Equal opportunities

5. To actively promote the aims, core values and equal opportunities approach of SYRLJ.
6. In collaboration with the Trustees, Staff Team and Volunteers, to develop and maintain an inclusive and creative working environment for staff and volunteers.
7. In collaboration with the Trustees, Staff Team and Volunteers, to develop and maintain a humane, inclusive and supportive working practice with asylum seekers.

Overall management of the service

8. To take overall responsibility for the day-to-day running of the service provided by SYRLJ.
9. To act as Line Manager to other SYRLJ staff (currently the Administrative Assistant and two Legal Advisors), including provision of regular supervision and annual appraisals. Due to the limited working hours, the post holder will need to work closely with the Administrative Assistant and delegate work as required.
10. To be accountable to the Trustees and provide regular update reports to the Trustees, and as may be required by the Trustees from time to time.
11. To ensure that legal requirements for the running of the service are met, including insurance requirements and OISC regulatory requirements.
12. To work with the Staff Team, Trustees and Volunteers to develop SYRLJ's response to the need for asylum advice in South Yorkshire;
13. To ensure that the service develops and maintains effective liaison with the main referring agencies in South Yorkshire, including the provision of appropriate referral mechanisms.
14. To develop and maintain close working relationships with other Voluntary & Community Sector organisations providing services for asylum seekers across South Yorkshire.
15. To establish and maintain regular monitoring of the overall caseload of SYRLJ and establish mechanisms for prioritisation and management of waiting lists.
16. To ensure that good quality recording of client cases is maintained, in line with legal requirements and the requirements of funders.

17. To develop a strategy for recruitment of volunteers which meets the service provision needs of SYRLJ (admin volunteers; interpreters; legal caseworkers; researchers), including maintaining effective liaison with the Schools of Law at the two Sheffield universities (for the provision of law student volunteers).
18. To support delivery of training to Volunteers and to partner organisations as required.
19. To work with the Treasurer and other Trustees to develop an Institutional Fundraising Strategy, including a grant application calendar and, in conjunction with the Treasurer and other Trustees, to contribute to the drafting and submission of grant applications.
20. To work with Trustees to develop a Community Fundraising Strategy and support local giving to SYRLJ, for example, by faith groups, student groups, legal firms, and individuals.
21. To monitor ongoing Grant Agreements to ensure compliance with expected outputs and outcomes and to provide End of Grant Reports (and Interim Reports) as required.

Professional development

22. To attend support, supervision and appraisal meetings.
23. To keep up to date with changes in the sector and meet identified learning and development needs as appropriate.

General

24. To convene and lead Staff meetings on a regular basis.
25. To attend Trustee meetings as required.

Working arrangements

The post holder will work a 14-hour week and be based at the SYRLJ office in Sheffield. Normal working hours will be within usual office hours, although there may be occasional meetings, training and other events outside normal working hours. Due to COVID-19 restrictions, recent working arrangements have operated on a remote basis; however, normal working practice is to work out of our office as much of our activity is client facing. We are therefore currently working towards a return to this arrangement, while ensuring that the necessary safety protocols are in place.

Actual days of work are negotiable, although spreading hours to cover more than two days is desirable. The post holder should also co-ordinate their working hours with other staff members to ensure effective operation of the service.

SYRLJ is a small organisation with limited resources. The post holder will need to be highly motivated to identify priorities on a day-to-day basis. There are four existing

part-time members of staff (this post, two Legal Officer posts and an Administrative Assistant).

PERSON SPECIFICATION

Applications must be in the form of a CV and covering letter.

Please note that all points within this list must be addressed when completing your application. You should go through the person specification point by point and show on your application how you have the particular experience, knowledge or ability we have asked for. You should provide concrete examples, describing occasions when you have demonstrated an ability to meet the requirements of the post as described below.

Informal enquiries about the role can be emailed to Gary Bell, Interim Chair of Trustees at gary.bell@syrj.org.uk

Completed applications should be emailed to gary.bell@syrj.org.uk

THE DEADLINE FOR RETURN OF APPLICATIONS IS 17.30 ON SUNDAY 30TH MAY.

We aim to schedule interviews via Zoom for the week commencing Monday 7th June.

Essential Requirements

1. Substantial recent, professional experience in an advice, refugee or voluntary sector service delivery setting
2. Experience of managing teams and providing leadership and direction to staff
3. Experience of identifying training needs and commissioning training
4. Ability to work under pressure, to prioritise and to meet deadlines
5. Ability to use IT effectively, including case management systems
6. Ability to work with and direct volunteers
7. Ability to work self sufficiently
8. Ability to work in a resource limited environment
9. Ability to work in a small team
10. Ability to work sensitively with a vulnerable client group
11. Demonstrable skills in written and spoken English to enable effective communication with colleagues and stakeholders
12. Understanding of the wider issues and challenges faced by asylum seekers and refugees
13. Experience of working on fundraising bids and related activities
14. An understanding of and commitment to Equal Opportunities

Desirable requirements

15. Knowledge of legal processes/restrictions as they relate to asylum and immigration
16. Understanding of some of the key recent and upcoming changes in relevant legislation and policy and the effects of these on our clients
17. Experience of work on campaigns to improve access to justice for our client group

18. Knowledge and experience of other agencies and organisations that can assist SYRLJ clients both nationally and locally
19. Knowledge of and ability to use social media platforms and websites

SYRLJ is not able to sponsor visas, and so the person appointed will need to have a right to work in the UK.