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Job description

**JOB TITLE:** Children’s Adviser (Age Disputes)

**TEAM:** Children’s Section

**GROUP:** Services

**LOCATION:** Yorkshire and Humberside

**REPORTS TO:** Senior Adviser (Age Disputes)

**GRADE:** 5

**SALARY:** £25,991 to £29,577 (new employees would normally start at the bottom of the grade)

**HOURS:** 35

## The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. Our operational teams based in various locations in England provide advice and assistance across a wide range of issues, including helping asylum seekers through the complexities of the asylum system, addressing issues of destitution and assisting refugees and asylum seekers to access key services including housing, welfare benefits, health, education and employment. Our teams work with relevant agencies including the Home Office, Refugee Community Organisations, Local Authorities, Legal Service Providers, Housing Providers, Health Institutions, Job Centre Plus and other mainstream service providers.

## Context and Purpose of the Job

The Children’s Section is made up of a variety of specialist projects with experienced advisers delivering a range of services around England. The Section has offices in Kent, London, Luton, Leeds, Birmingham, Brighton, Bristol and Manchester. The Age Dispute Project (ADP) sits within the Children’s Section and supports separated young people who we believe may be under 18 but are being treated as adult.

This is a specialised position working with young people who have been age disputed as over 18 by either the Home Office and/or local authorities. The post-holder will work on a one-to-one basis with young people, and will operate a casework service. The post is based in Yorkhsire and Humberside and will involve travel across the region.

**The post of Children’s Adviser is exempt from the Rehabilitation of Offenders Act 1974. Therefore, all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared at the application stage. An offer of employment is subject to a satisfactory DBS check. Repeat DBS checks are initiated every two years.**

Main Duties and Responsibilities

1. To work in the best interests of an age disputed young person.
2. To receive referrals and assess needs and priorities.
3. To provide quality advice on immigration, asylum and welfare issues to children and young people who are age disputed.
4. To undertake casework on a one-to-one basis regarding age disputed young people and keep up to date client records in accordance with organisational policy and relevant legislation.
5. To work effectively with a range of statutory and non-statutory bodies such as local authority children’s services, health and education professionals, solicitors, and voluntary sector agencies.
6. To assist children and young people to access and establish appropriate support networks.
7. To work effectively and professionally with interpreters.
8. To maintain professional boundaries, impartiality and confidentiality at all times.
9. To maintain an up-to-date knowledge of relevant legislation and good practice sufficient as a minimum to maintain OISC accreditation.
10. To undertake discrete pieces of work such as putting together case studies, assisting in training and collating information on the Refugee Council’s Children’s Section with regard to age disputed clients, as required.
11. To carry out all work with regard to the Refugee Council’s organisational policies and procedures.

**Financial**

1. To be responsible for managing and reconciling small amounts of money in relation to your own expenses and occasional financial support for clients.

Additional Information

**Health & Safety**

The post holder is responsible for:

Cooperating with the Refugee Council in delivering all legal responsibilities in respect of your own and your colleagues, volunteers, clients and others health and safety whilst at work.

Becoming familiar with the Refugee Council’s Health & Safety Policy and procedures including evacuation procedures at your workplace.

Carrying out risk assessments of your own work and especially of your own workstation to ensure that you do not expose yourself or others to unnecessary risk.

**Flexibility**

In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will, however, fall within the scope of the job, at the appropriate grade. The job description will be subject to periodic review with the post-holder to ensure it accurately reflects the duties of the job.

**Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

**Working at the Refugee Council**

A commitment to the values of the Refugee Council.

**Personal Effectiveness**

With the support of their manager, the post-holder will need to effectively manage their own workload and medium and long term plans and objectives.

**Flexible Working**

Due to current coronavirus issues the postholder is expected to be able to work from home and to travel to meet clients. Access to office space will be made available as required.

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Person Specification

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## Qualifications

**Essential**

1. Office of Immigration Services Commission (OISC) accreditation or the ability to attain accreditation within one month, with the support of the Refugee Council. The post-holder must at all times adhere to the required standards as laid down by the OISC.

1. Employment is subject to a satisfactory DBS check.

## Experience

**Essential**

1. Experience of providing advice to children and young people.

2. Experience of working with vulnerable clients who may present a range of needs.

1. Experience of managing a complex and demanding caseload.

## Knowledge, skills and abilities

**Essential**

1. Clear understanding of child protection and safeguarding best practice.
2. Good understanding of equal opportunities legislation and good practice and in particular how it relates to working with refugee children who are age disputed.
3. Accurate and up-to-date knowledge of UK welfare legislation affecting separated children, for example, the Children Act (1989), the Children (Leaving Care) Act 2000, and the Children and Social Work Act 2017.
4. Accurate and up-to-date knowledge of UK asylum procedures as they relate to children and young people.
5. Good knowledge of welfare benefits, housing, health and education issues and entitlements as they affect children and children turning 18.
6. Good written and spoken English of a standard sufficient to produce concise written records for external bodies such as for a court hearing.
7. Good negotiation and advocacy skills with the ability to represent a child professionally.
8. The ability to work under pressure and prioritise work effectively.
9. The ability to work effectively and supportively as part of a team.
10. The ability to build effective working relationships with a range of internal and external stakeholders.
11. Willingness to travel and work in other parts of the UK as required and willingness to work outside office hours from time to time.
12. Flexibility to respond to urgent client needs and to cover for absent colleagues, sometimes at short notice.

**October 2020**

***We especially welcome applications from candidates from a refugee background***