

## Rainbow Home (North East England)

### JOB DESCRIPTION

<b>POST:</b>	<b>LGBT Asylum Community Worker (N.E. England)</b>
<b>BASE:</b>	<b>Newcastle upon Tyne</b>
<b>ACCOUNTABLE TO:</b>	<b>Trustees of Rainbow Home (North East England)</b>
<b>GENERAL RESPONSIBILITIES:</b>	<b>To sustain and further develop a LGBT&amp;T Asylum Seekers and Refugee group based in Newcastle upon Tyne.</b>
<b>KEY RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>▪ To provide a safe and inclusive space for LGBT Asylum Seekers and Refugees.</li> <li>▪ To offer one to one support, both practical and emotional, as individuals progress through the UK Asylum and Immigration process.</li> <li>▪ To provide a social environment where group members can relax and have fun.</li> <li>▪ To reduce isolation.</li> <li>▪ To provide an information hub and point of contact for new referrals.</li> <li>▪ To plan and facilitate the monthly lunch group.</li> <li>▪ To gather personal case information supporting the sexual orientation or gender identity of individual members.</li> <li>▪ To support information gathering for Rainbow Home input for asylum claims including court statements.</li> <li>▪ To provide statements as part of the asylum process.</li> <li>▪ To attend asylum court as necessary.</li> <li>▪ To provide reports for grant funding</li> </ul>	
<b>SCOPE:</b> The post will encompass community development for LGBT Asylum Seekers and Refugees, and will include service provision and community liaison in accordance with the standards set out by the Rainbow Home Management Committee. The post specifically does not include offering legal advice.	
<b>ROLES:</b> The worker may be required to undertake all or some of the following roles <ol style="list-style-type: none"> <li>1. To support group members in planning and provision of a monthly lunch group, including organisation of speakers etc.</li> <li>2. To facilitate group members in planning and participating/running events.</li> <li>3. Offer specialist, non-legal one to one advice and support in relation to LGBT issues for asylum seekers and those who have been granted leave to remain but are not yet settled</li> <li>4. Publicise this specialist service to the community and to other organisations and service providers in the North East, (including via websites and social media).</li> <li>5. Appropriately signpost group members in finding other services as required.</li> <li>6. Contribute to the evaluation of activities, groups, services and any short term projects which make up the work of Rainbow Home.</li> </ol>	
<b>RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. To ensure all data collection systems are maintained in line with Charity protocols and guidelines and provide written reports as required by their Line Manager and the Management Committee.</li> <li>2. To ensure that the project objectives are achieved. (See Key Responsibilities 1 – 4).</li> </ol>	

3. To be aware of safeguarding policies and procedures for children, young people and adults at risk and to ensure compliance.
4. To take part in any fundraising as deemed necessary by line manager.
5. To ensure all services are run in accordance with policies and procedures
6. To monitor activity and performance in accordance with the procedures.
7. To work within budgets allocated
8. To act in such a way as to promote the professionalism of Rainbow Home (N.E. England).
9. To appropriately use line management support.
10. To undertake any other duties which are commensurate with the post.

#### **PROFESSIONAL DEVELOPMENT**

- Keep up to date with legislation, policies and procedures relating to seeking asylum and undertake appropriate training.
- Attend relevant internal and external meetings as agreed with the line manager.
- Prepare for and attend supervision sessions / team meetings / management team meetings as appropriate.
- Assist with service initiatives for the improvement of the service.

#### **COMMUNICATION LINKS:**

- Rainbow Home Management Committee
- MESMAC Newcastle
- SHINE
- Northern Lights MCC
- Law Society
- Solicitors and Barristers
- LGB&T Asylum seekers
- Newcastle City Council
- Newcastle Law Centre
- St James's United Reform Church Staff
- Other LGB&T support services
- Other Asylum Seeker support services

#### **MOST CHALLENGING ASPECT OF THE ROLE**

Some of the personal stories you may hear could be harrowing, possibly involving torture, imprisonment, beating etc. This can be emotionally draining. Counselling is available to support this work.