



JOB DESCRIPTION

JOB TITLE:	Assistant Bilingual Advocacy Worker (Arabic speaking)
RESPONSIBLE TO:	Bilingual Advocacy Worker
LOCATION:	Based at YMCA North Down, 10-12 High Street, Bangor
SALARY:	£15,974 (pro-rata) – YMCA range D pt 4
HOURS:	16 hours per week
DURATION:	Fixed term contract until 31 st March 2018 – subject to funding

JOB PURPOSE

The Assistant Bilingual Advocacy Worker (Arabic speaking), will support the Bilingual Advocacy Worker and other Harbour Renewal Project staff and volunteers in providing a culturally sensitive, bilingual advocacy service, to support people from ethnic minority backgrounds living in North Down and Ards. In this regard, the Assistant Bilingual Advocacy Worker will contribute to the development and delivery of programmes to support the inclusion and integration of ethnic minority communities in North Down and Ards.

MAIN DUTIES & RESPONSIBILITIES

- Assist in development and delivery cultural awareness and language programmes for ethnic minority children, young people & families, particularly of Syrian origin, to encourage confidence in personal identity and heritage, and promote integration with the indigenous community.
- Work as a member of the Project team during Drop-in sessions and for set appointments, with a particular focus on Arabic-speaking newcomer families.
- Assist in the facilitation of advocacy surgeries on specific issues, as required.
- Interpret and advocate for individual service users in their interaction with service providers in accordance with the Project's purpose and aims.
- Assist in the provision of support for service users, and liaison with relevant service providers to facilitate translation and communication.
- Support the Bilingual Advocacy Worker to develop resources that will inform community, voluntary and statutory agencies of the social and cultural needs of the local Arabic speaking community.
- Adhere to all relevant YMCA North Down policies.
- Undertake relevant training, where necessary.
- Any other duties deemed reasonable.

SCOPE & LIMITS OF AUTHORITY

The post holder will be involved in assisting the Bilingual Advocacy Worker to identify and meet the needs of the ethnic minority community and to assist in the development of new initiatives that will support and encourage their inclusion within local service provision and the local community.

The post holder will receive supervision on a monthly basis from the Bilingual Advocacy Worker.

General office hours are Monday to Friday from 9.00am to 5.00pm. However, evening and weekend work is regularly required. Additional hours are compensated by Time Off In Lieu (TOIL).

PERSON SPECIFICATION

Qualifications:

- GCSE English Level C or above, or equivalent qualification.

Experience and Knowledge:

- **Must be bilingual in Arabic and English languages with evidenced competency in both languages at speaking, writing and listening at level 3 on the National Framework of Qualification (equivalent to pass - grade C - at GCSE level).**
- Experience of working, either paid or unpaid, in a community setting, using bilingual skills.
- Knowledge and understanding of the needs of ethnic minority and refugee communities in relation to health, education, employment, housing and access to services.
- General knowledge of the statutory and community services in North Down and Ards areas.

Skills and Personal Qualities:

- Good communication skills, including oral and written fluency in English and Arabic.
- Respect for confidentiality.
- Proficiency in the use of computers for word processing, e-mail and Internet.
- Ability to work flexible hours, including evenings and occasional weekends.
- Ability to work as part of a team, and use their own initiative.
- Willingness to undertake appropriate training and education as part of a commitment to continued professional development.
- Commitment to working within an equal opportunities and cultural diversity framework.
- Supportive of the Aims and Purposes of the YMCA

Desirable:

- Community Interpreting OCN Level 3 or above.
- Specific experience of working, either paid or unpaid, with Syrian refugee families.

Post Funded By

