

**APPLICATION FOR THE POST OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Closing date for receipt of applications: 6th September 2024 by 12.00pm

Completed applications must be emailed to: recruitment@migrantcentreni.org

**ALL APPLICANTS MUST –**

* **Not submit additional sheets**
* **Not submit supplementary material such as CVs, as these will not be considered.**
* **Use font size 12 if completing the application form in typescript. The application should not exceed 10 A4 pages in total**
1. **PERSONAL DETAILS:**

 **Name:**

 **Current Job, including Employer:**

 **Home Address:**

 **Telephone Number:**

 **Email Address:**

**Educational Details**

Please include all qualifications gained.

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| --- | --- | --- | --- |
| **Subject & School/College/University** | **Level** | **Grade** | **Year** |
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# **Employment History**

Please start with current or last employer.

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| **Name of employer**  | **Job title**  | **Brief description of duties**  | **Dates from/to**  |
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**SELECTION CRITERIA**

Applicants must, by the closing date, be able to demonstrate in their application the following essential criteria. There may also a number of desirable criteria. Those wishing to be considered for the post must provide details in their application on how they meet **each criterion and details of relevant experience**

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| **1. Qualification**1. **Level 3 or higher qualification in Advice/ Welfare Rights - Essential**

 (QUALIFCATION PROVIDER, LEVE OF QUALIFICATIONS AND DATES ACHEIVED)  |

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| 1. **Experience**
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| * 1-year frontline working experience in the voluntary or statutory sector
 | **Essential** |
| * 1 year working as a frontline advice worker
 | **Essential** |
| * Understanding of migrant issues
 | **Essential** |
| * Understanding of race relations legislation
 | **Desirable** |
| * Understanding of the welfare benefits system
 | **Essential** |
| * Understanding of financial and debt support available in Northern Ireland
 | **Essential** |
| * Experience in the development and delivery of training sessions and workshops.
 | **Desirable** |
| 1. **Abilities, aptitudes and skills**
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| * Demonstrated strong planning and organisational skills
 | **Essential** |
| * Demonstrated ability to communicate clearly in both verbal and written English
 | **Essential** |
| * Demonstrated ability to work to deadlines
 | **Essential** |
| * Demonstrated ability to work with groups in an inclusive and participatory matter
 | **Essential** |
| * Demonstrated ability to work, communicate and liaise with a range of individuals, voluntary, community and statutory agencies
 | **Essential** |
| * Computer literate in Microsoft Office packages
 | **Essential** |
| * Previous experience with a computerised case management system (i.e. Advice Pro, CARMA)
 | **Essential** |
| * Demonstrate strong client case recording skills
 | **Essential** |
| * Demonstrated ability to communicate fluently in both verbal and written English, as well as fluency in speaking one or more of the following languages Bulgarian, Romanian, Polish, Arabic, Portuguese due to demand
 | **Essential** |
| 1. **Personal qualities**
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| * A commitment to anti-racist policy and practice
 | **Essential** |
| * Resourcefulness and enthusiasm
 | **Essential** |
| * Ability and availability to work flexibly when required to do so
 | **Essential** |
| * An understanding of the need for confidentiality and the need to treat sensitive information with discretion
 | **Essential** |
| * Ability to work well in a team
 | **Essential** |
| * Do you have access to personal transport to enable you to meet the travel needs of the regional outreach aspect of the post?
 | **Essential** |
| * Ability to work under pressure and to strict deadlines
 | **Essential** |
| **Do you have access to transport to enable you to meet the travel needs of the post which will include a range of outreach locations across the Northwest and Western areas of NI.**  **YES NO****Are you willing to work unsociable hours and weekends if required:**  **YES NO****Are you eligible to work in the UK?**  **YES NO**You will be required to provide documentation to prove your right to work in the UK (under Section 8 of the Asylum and Immigration Act 1996) if you are offered the post.**Please supply the contact details of two referees who have relevant knowledge of your skills and experience:**

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| --- | --- |
| **Referee 1.****Name:****Address:****Telephone:****Email:****How does this person know you?** | **Referee 2.****Name:****Address:****Telephone:****Email:****How does this person know you?** |

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| The post may require visits and contact with voluntary and community sector organisations based on their own meeting times and availability.Can you confirm you are able to work unsociable hours, evenings and /or weekends if required? Yes\_\_\_\_\_. N0 \_\_\_\_\_\_  |  |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

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| --- | --- |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |