



JOB DESCRIPTION

Title:	Trainee Outreach Advice Worker
Responsible to:	Director/Advice Manager
Hours:	Full time 35 hrs weekly Position(s) include occasional evening or weekend work.
Salary	£25,000 rising to £29,000 over course of the contract subject to performance
Based:	379-381 High Road, Willesden, NW10 2JR + other locations required for service delivery within the London borough of Brent. Limited flexibility to work from home
Contract:	Up to 4 years (potential extension, subject to funding and performance)
Closing Date:	7th July 2023- 10am
Please Note:	Enhanced DBS is required for this role

We will be interviewing suitable applicants as their applications arrive. This means that the vacancy could close earlier than the stated date. We therefore advise you to apply as early as you can. **CV and covering letter via Charity Jobs (platform) or should be sent to info@biasbrent.co.uk**

JOB PURPOSE

BIAS has supported London's largest Irish Community in Brent and North London for over forty years. We deliver our support through our welfare advice service and through our Active Ageing Club.

We would like to appoint a dynamic, enthusiastic person to provide a hands-on approach in the delivery of BIAS frontline services. Your role will involve contributing to running of day-to-day services alongside existing welfare staff. Key to your role will be providing one-to-one appointments on welfare areas and development of an outreach home service.

You will need to have strong people skills (working with staff, volunteers and clients), excellent organisational skills and ability to digest complex briefs. You will be required

to manage an active caseload ensuring cases are appropriately actioned and recorded while ensuring tasks and deadlines are consistently achieved. This role is subject to funding and is reviewed on an annual basis.

This is a training position, so all training on relevant advice areas will be provided. Your first 6 months will be spent attending training sessions, shadowing advice staff and taking on supervised cases. We will train you in welfare law, basic housing law, basic debt law and issues relating to Irish people living in the UK.

In time, you will be expected to run your own advice sessions, including visiting clients in their homes and running outreach clinics in nearby London boroughs. As you become competent in this work, salary will be reviewed with a view to being raised in line with other advice roles.

KEY WORK AREAS AND MAIN DUTIES

The following duties will be expected from you after the first year of work:

- To work with the Advice Manager and existing welfare team supporting the delivery of high quality AQS services (welfare advice drop in appointments, outreach service).
- To develop outreach home service for the most vulnerable and to travel around Brent and the surrounding boroughs to meet clients.
- To create long-standing relationships with stakeholders, including local authorities, other charities and the wider community with the aim of developing and expanding the service.
- Contribute to the delivery of advice services ensuring that appropriate advice and support is provided and casework deadlines are met.
- Contribute to monitoring service delivery, recording outcomes and ensuring efficient allocation of resources. Signpost clients to other services as and when necessary.
- Work with the management as required on operational matters including the planning and future direction.
- Maintain and support the development of advice provision across Brent and North London.
- Have the ability to manage complex caseload, providing appropriate interventions and client support in preparation of tribunal hearings and appeals.

GENERAL

- Maintain confidentiality and professional boundaries at all times.
- Maintain accurate and appropriate records of all client work as needed.
- Provide cover during annual leave or staff sickness for all projects (week days, occasional evening/weekend work).
- To carry out administrative tasks associated with the duties of the post and other duties as required by the Director and Advice Manager.
- Attend regular reviews and supervision.
- Willing to undertake training and professional development as required.
- Work within agreed budgets.
- Maintain an awareness of policy changes and good practice.
- Maintain and develop community information resources.

PROJECT DEVELOPMENT and PARTNERSHIP WORK

- In conjunction with BIAS Management contribute to representing BIAS in promoting its work within Brent and the wider Irish community in London

DIVERSITY & EQUAL OPPORTUNITIES

- Ensure compliance with the organisation's equal opportunities policy and actively promote equal opportunities and diversity within your role.

These are the normal duties which the employer will require from you at the date of your employment. However, it is necessary for all staff to be flexible in this respect and all employees may be required from time to time to perform other duties which are required for the efficient running of the organisation.

PERSON SPECIFICATION

This lists the skills, experience, knowledge, and abilities needed for this post.

Please make sure that you refer to these in your supporting statement.

A=Application I = Interview

PERSON SPECIFICATION – Outreach Advice Worker

Essential criteria	Method of assessment
3 Cs at A-level or equivalent qualification or similar professional experience	A
Ability to think creatively when challenges arise and work with a team to problem solve.	A/I
Evidence of interest in social welfare issues and willingness to learn a specific advice area, including housing or debt.	A/I
Excellent verbal and written communication skills. Ability to communicate effectively at all levels and to build good working relationships.	I
Excellent organisational skills and experience of working to deadlines	A/I
IT - Good working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Outlook and the internet.	A
The ability to demonstrate patience, understanding and empathy to staff, clients, family members and volunteers.	I
Ability to carry out day-to-day tasks and follow instruction accurately and diligently	I
Willingness to undertake and gain necessary qualifications in relation to specific areas of advice.	A
Experience of working co-operatively and effectively as part of a team as well as using personal initiative	A / I
Commitment to and championing of equality and diversity	A/I
An understanding and awareness of the needs of the Irish Community and statutory and voluntary sector provision available	A/I
Ability and willingness to travel extensively across north west London	A
Desirable criteria	
Some experience in a community or statutory setting in supporting vulnerable people either volunteering or paid employment.	A/I

Benefits of working at BIAS

Annual Leave

Five additional days above statutory entitlement (25 days in total plus bank holidays) pro rata. Increase to 26 days after 3 years and 27 days after 5 years of service pro rata.

Development

Continuous Personal Development is actively encouraged and training opportunities explored.

Flexible working

Flexible working is considered where possible for each role.

Cycle to Work Scheme**

Save up to 42% on the cost of bikes and equipment

Eyesight Tests and Corrective Glasses

If you have difficulty with your eyesight whilst using the display screen for work, we will pay for an eyesight test in accordance with regulations. This will determine if you require corrective glasses to reduce the health risks involved in the use of computer screens. If corrective eyewear is required then we will provide basic eyewear, which must be used whilst using the computer.

Employee Assistance Programme**

The EAP helps employees deal with personal problems that might adversely impact their health and wellbeing. EAP includes a 24/7 counselling, legal and information line, online health portal and critical incident advice for employees and their immediate family.

Social

We recognise the importance of “down” time, and the opportunity to enjoy other interests with our colleagues. BIAS organises a funded Christmas Party and summer get together.

**Only available to staff on a minimum of 12 months' contract and some areas maybe subject to change