**Job description: Project support and case worker**

*Role summary*

Thanks to funding from the Big Lottery Fund we’re recruiting a part time project support and case worker. This role is to support our existing team of volunteers in providing services to refugees in the UK who are seeking family reunion.

The post is on a consultancy basis from £125-£250 per day (dependent on experience) for six months.

The post will be home based and location is flexible within the UK although North West is preferred.

Contract start date: October 2018. Some availability required for training in September.

*Main duties*

* Carrying out an evaluation exercise of our work and outcomes for clients
* Working with the board of trustees on applications for our services
* Processing cases and providing support to clients
* Recording casework and reporting against grant funding
* Writing up case studies for marketing and advocacy
* Exploring new links to be made within the sector to improve our visibility and service to clients
* Providing support to the board of trustees as required

*Skills and experience required*

* Experience of working with refugees and asylum seekers in the UK ideally managing a caseload
* Strong communication skills in relation to the client group and partnership working
* Good working knowledge of the asylum system in the UK and ideally the family reunion process
* Working knowledge of third sector organisations working with refugees and asylum seekers
* Working knowledge of mainstream support services eg housing, health and welfare
* Ability to work independently and plan and manage own workload
* Ability to monitor expenditure against a budget
* Ability to work with a range of external agencies
* Flexibility may be required for some out of hours working

*About Together Now*

Together Now is dedicated to enabling and supporting refugees in the UK to be reunited with their families. Since 2010 we have supported 102 families with the family reunion process, reuniting over 260 people. Currently our key focus is assisting clients who do not meet the vulnerability criteria for the British Red Cross programme or clients from Freedom from Torture Manchester who require significant additional support. Our referrals and capacity have increased significantly as of 2016. From 2010 to 2016 we reunited on average 6 families per year. In our last financial year we supported 40 families.

We have four main programmes of work:

* Support for clients to maintain familial links during the asylum process
* Providing support for families in applying for visas
* Travel for families coming to the UK
* Post arrival grants for newly arrived families

Our aim is to have supported 200 families in by 2020.

*Application process*

To apply please email a CV and covering letter explaining how your skills and experience match the requirements for the role to enquiries@togethernow.org.uk

Closing date 24th August 2017

Interviews to be held w/c 3rd and 10th September in Manchester or remotely as required.

Any questions about the role or application process can be sent to amy@togethernow.org.uk