



JOB DESCRIPTION

POST TITLE:	NRPF Network Projects Officer (Migrant children and care leavers)
GRADE:	P03 / P04 (Post to be based in either London or Manchester)
SALARY:	PO3 / PO4 £33,437 - £39,177 p.a. (Manchester Salary) PO3 / PO4 £36,912 - £42,651 p.a. (London Salary)
SERVICE AREA:	Housing and Adult Social Services
DIVISION / UNIT:	Housing Needs and Strategy / Refugee and Migrant Service
REPORTS TO:	No Recourse to Public Funds Network Manager
MANAGES:	None

PRIMARY JOB FUNCTION

The number of Unaccompanied Asylum Seeking Children (UASC) supported by local authorities is increasing; Home Office statistics indicate that a significant proportion of UASCs will end up with no immigration status after 18 years of age. Local authorities must therefore act in the best interest of UASCs and other migrant children to support them in achieving a sustainable form of immigration status and to understand the impact of becoming 'No Recourse to Public Funds' on future support options.

This fixed term position is funded for two years by the government's Controlling Migration Fund (CMF) to deliver a range of services to help local authorities in England to implement effective pathway planning for children and care leavers based on the following:

- Ensuring that all reasonable steps are taken to resolve a child or care leaver's unsettled immigration status in the UK.
- Providing a clear explanation of the impact of immigration decisions made by the Home Office on a person's future support options, particularly after-18 years of age.
- Reducing the risk of care leavers remaining in the UK without immigration status and subject to restrictions on employment and services.
- Correctly implementing existing legislation and statutory guidance to achieve the best outcomes for children.

At a strategic level, strong partnership working will address areas of policy and practice that can impact on local authority provision, including forth-coming legal changes.



Successful development of NRPF Network services for UASCs, and other migrant children and care leavers will ensure sustainability of the post through income generation past the initial two-year funding period.

DUTIES AND RESPONSIBILITIES

Guidance and advice

1. Develop and maintain practice guidance for local authority practitioners working with UASCs, other migrant children, and care leavers with input from local and central government colleagues; obtain endorsement of the guidance from relevant partners, such as the Local Government Association and the Association of Directors of Children's Services.
2. Produce information in a range of formats to assist local authorities to navigate a complex area of service provision and to correctly implement statutory duties.
3. Promote and support use of NRPF Connect to efficiently progress the immigration cases of children.
4. Work with partners to identify and promote models of good practice and to incorporate such examples within NRPF Network training, advice and guidance services.
5. Provide email and telephone advice to practitioners.
6. Provide support and assistance to Islington Council Looked After Children (LAC) and Care Leaver (CL) services; building an effective working partnership with the Specialist Adviser and Placements practitioners, posts also funded by the CMF.

Communications

7. Create a clear and positive message to raise understanding of improved outcomes for children as a result of targeted immigration planning.
8. Develop and implement effective communications strategies to build partnerships with key stakeholders and engage interest in services offered by the NRPF Network.
9. Build on the existing NRPF Network membership to engage with staff working with migrant children, UASC and care leavers.
10. Work with the NRPF Network Steering Group to expand its membership to include new members with an expertise in children and leaving care responsibilities.

Policy

11. Support local authorities in developing an evidence base on the impact of immigration law and policy.
12. Keep abreast of legal and policy developments, providing appropriate policy responses on changes, challenges and opportunities impacting on children and care leavers who are subject to immigration control.



13. Assist in managing relationships with key stakeholders, including the NRPF Network Steering Group, the Department for Education and the Home Office, in order to define and shape Network programmes and projects.

Training

14. Work with colleagues to improve and broaden the Network's training package for local authorities and voluntary sector organisations, including designing courses appropriate to different audiences and skill-sets.
15. Promote and deliver open access and commissioned training events, with a focus on those which are provided to practitioners working with UASCs, other migrant children and care leavers.
16. Deliver NRPF Connect database training sessions as required

Additional

17. To put in place and maintain monitoring arrangements to evidence work undertaken in support of the CMF bid.
18. To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
19. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
20. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
21. To carry out duties and responsibilities in accordance with the Council's commitment to customer service excellence and ensure compliance with the customer care standards.
22. To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
23. To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
24. To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
25. At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).



Linked Grade

26. Acquired expert knowledge in the field with which to successfully influence policy makers and set the strategic direction of the NRPF Network.

27. Ability to independently represent the NRPF Network at high profile meetings and events, including Parliamentary Inquiries and Committees.

28. Proven ability to lead on high-value projects instigated by the NRPF Network and to expand services through income generating activities.

Post holder Declaration

Name:	
Signed:	
Date:	



PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

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REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T*
E1	Experience of Local Government processes and structures; or able to demonstrate robust transferable knowledge, skills and / or experience from a similar role or environment.	A
E2	Experience of working directly – or indirectly - with migrant children and / or care leavers.	A/I
E3	Experience of initiating and managing complex projects, including development of written guidance, in partnership with a diverse range of stakeholders and across multiple organisations.	A/I
E4	Experience explaining complex legislation or concepts in written or oral communications to service users, practitioners or the public	A
KNOWLEDGE, SKILLS and ABILITY		
E5	Thorough understanding of the policy and legal parameters under which services to children and care leavers are provided.	A/I
E6	Knowledge of the challenges faced by care leavers and local authorities in light of immigration options, outcomes and restrictions.	A/I
E7	Excellent verbal and written skills to engage with a range of audiences to achieve consensus on key issues and explain complex aspects of law and practice clearly.	A/I
E8	Proven ability to write and maintain guidance and policy documents based on thorough research practices, collaboration of ideas and buy-in of key stakeholders.	A/I
E9	Ability to design and deliver effective training sessions and workshops for a range of different audiences, backgrounds and working-styles.	A/I
E10	Strong communication skills with which to successfully produce and develop key messages; able to work strategically in order to implement communications plans through a range of different media and methods.	A/I
E11	Ability to manage competing work demands, including making reasoned decisions and delivering on priority outcomes.	A/I
LINKED GRADE REQUIREMENTS - PO4		
E12	Leveraging acquired experience and expertise to assist in setting the strategic direction for the NRPF Network	A/I



E13	Proven ability to develop, manage and take responsibility for the successful completion of high-profile projects in partnership with key stakeholders	A/I
COMMITMENT TO EQUAL OPPORTUNITIES		
E14	Ability to adhere to the Council's Dignity for All policy.	A/I
E15	Ability to demonstrate a commitment to the provision of high quality services within the provisions of the councils Equal Opportunities framework.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E16	Willingness to travel frequently across the UK, including some overnight stays.	A/I
E17	This role will require you to obtain a Standard level satisfactory clearance from the Disclosure and Barring Service (DBS)	
E= Essential		
*Assessed by: A= Application I= Interview T= Test		