



Job Description

Project officer – New Europeans

Reporting to: Programme adviser

About New Europeans

New Europeans seeks to encourage dialogue between all levels of government, civil society and EU citizens. Specifically, New Europeans seek

- to promote the value and benefits of EU citizenship;
- to promote the interests of new Europeans, particularly in respect of their political and social rights;
- to promote the participation of new Europeans in all aspects of civic life wherever in the EU they may live;
- to promote the involvement of new Europeans in articulating the future direction of the EU.

Purpose of role

The post holder will be working on a project to support third sector organisations to support their European beneficiaries applying for the new immigration status via the Settlement Scheme. The aim of the project is to give voice and support European Londoners via the organisations that support them.

Key Activities

- Capacity building and support for agencies, helping them to support their beneficiaries to understand their options in the face of Brexit. This will include identifying issues and helping to generate solutions.
- Contribute to the design of a programme of training for third sector organisations
- Deliver training and capacity building support
- Organise and run events and workshops
- Build further partnerships with stakeholders and signpost to reliable information and advice sources.
- Maintain contact with specific EU migrant community organisations to help develop their understanding of the role of civil society and to see that their voice can be heard in terms of service needs, to combat discrimination, to improve their participation in civil society and to develop their local leadership potential.

- Support individuals working in EU migrant communities to take an active role in the governance of local community projects and services – to help them skill up and become involved in service delivery at local levels.
- Support agencies to develop their response for their beneficiaries to the EU Settlement Scheme, including as appropriate advising on applications.
- Provide on-going help, training and coaching to individuals to become volunteers, trustees, paid staff for small, local, voluntary, community & social enterprise (VCSE) sector organisations that are currently absent from the migrant landscape with a few notable exceptions.
- Contribute to the development and implementation of an organisation-wide media and PR strategy to publicise this work.
- Take responsibility for income and expenditure on the project and in conjunction with the Programmes adviser report to the funder.
- Work collaboratively on a range of activities working closely with colleagues and project partners.
- Report on impact of the project and assess the outcomes against the project plan.
- Contribute to the identification of resources for new activities and projects.
- Occasionally oversee the day-to-day work of freelance or temporary staff and volunteers as appropriate.
- Work as part of the New Europeans team, contributing to meetings and to the further development of our work as appropriate.

This role profile is subject to review in conjunction with the post holder and according to future changes/developments in the service.

Terms and Conditions:	Fixed term contract to 31 st March 2021 One month's notice period once confirmed in post
Salary:	£25,440per annum pro rata
Probation period:	3 months
Work pattern:	Part time, 17.5 hours per week
Holiday:	25 days per year pro rata
Location:	New Europeans office

Davenant Centre
179-181 Whitechapel Road
London E1 1DN