

## Casework and Advocacy Coordinator

### Job Description

#### The role:

As the Casework and Advocacy Coordinator you will manage individual cases of protection and family reunification, whilst improving referral pathways in the North of France and the surrounding areas. Through information-sharing and advocacy, you will ensure that unaccompanied minors and people in vulnerable circumstances can access safe and legal routes to sanctuary. You will work in partnership with field organisations to develop an advocacy strategy to promote legal pathways in the post-Brexit context. This is a cross-border role, requiring strong teamwork with colleagues based in Paris, Athens and London.

- Salary 29,000 euros (dependent on experience)
- Permanent, full-time
- Safe Passage France
- Based in Paris with trips to Northern France and occasional trips to the Safe Passage Head Office in London / or based in North of France with occasional trips to Paris office and to the Safe Passage Head Office in London
- Reporting to Head of Safe Passage in France

#### Key responsibilities:

- Manage casework for individual cases of family reunification from France to the UK. This includes responding to enquiries of beneficiaries and their family members, providing information, liaising with social services and the authorities, collecting evidence, helping to access asylum and keeping thorough records of all interactions.
- Manage casework for individual cases of family reunification to France.
- Collect information for advocacy purposes, to identify advocacy opportunities and to set up advocacy actions emulation to the Brexit.
- Develop and maintain relationships with protection service providers, legal representatives, local authorities, and NGOs in the Nord Pas de Calais.
- Adhere to Safe Passage Safeguarding policies and procedures at all times.

### Person Specification

#### Essential:

- French fluency
- English fluency
- Ability to work and communicate in a cross-cultural environment
- Ability to work independently
- Experience in advocacy
- Experience of casework
- Experience of working with people in vulnerable circumstances
- Experience of working collaboratively and establishing positive relationships with internal and external stakeholders
- Understanding of the French system for child protection and “droit des étrangers”
- Ability to work with both institutional and grassroots partners

## Desirable:

- Experience in safe routes (resettlement, relocation, humanitarian corridor)
- Knowledge of the associative set-up in Northern France
- Languages: Arabic, Pashto, Farsi, Tigrinya, Dari, Sorani

## Other requirements:

- A commitment to Safe Passage's programme and values
- Right to work in France
- Safe Passage is looking for a proactive, autonomic and rigorous colleague

## Working at Safe Passage

We are ground-breaking, determined and compassionate. Committed to opening and defending safe, legal routes to people seeking sanctuary, particularly children.

We work hard to deliver excellence for all our partners: clients, donors and other strategic partners. We look for talented, passionate souls to join our team and take us further.

Safe Passage is a flexible workplace, responsive to flexible working needs including disabilities, childcare, carers and others. We also value equality and diversity; strive to build a workforce reflective of the communities we work in; and welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please visit our website: <http://safepassage.org.uk/get-involved/jobs/>

## Who we are:

Safe Passage was founded in late 2015 in response to the thousands of refugees living in precarious conditions in the "slums" of Calais. Since then we have grown from a small UK project, to an international organisation with 24 members of staff supporting refugees to access safe and legal routes to asylum across Europe. We are a cross border organisation with offices in the UK, France and Greece.

- Our vision is for every person seeking asylum to be able to access a safe and legal route to a place where they can lead a full and dignified life.
- We do things differently - championing refugee rights through strategic legal work, advocacy, capacity building and community organising.
- We are focused on achieving systemic change in refugee and asylum policy at both nation-state and international level.

To date, more than one thousand individuals have travelled to safety through routes we have opened and/or democratised. Our work has also been recognised with awards from Liberty, Sheila McKechnie, the European Parliament and EU Commission, as well as being chosen as Guardian 'Charity of the Year'.

The successful candidate will join the organisation at an exciting time. In 2019 Safe Passage International became an independent charity and registered as legal entities in France and Greece. Moreover, 2020 will be a challenging year due to the Brexit 'transition period'.

**To apply:** send your CV and a cover letter that addresses each point of the Person Specification and tells us why you would love this role and working for Safe Passage to [hr@safepassage.org.uk](mailto:hr@safepassage.org.uk) with the Email Subject Line: Casework and Advocacy Coordinator APPLICATION.

**Closing date:** Sunday 1<sup>st</sup> March at midnight but may close early as applicants will be reviewed on a rolling basis. Please note only successful candidates will be contacted.