



**ISLINGTON BAME ADVICE ALLIANCE (IBAA)
C/O Evelyn Oldfield Unit, Resource for London
356 Holloway Road, London N7 6PA**

Dear Applicant,

IBAA Services Co-ordinator

We are writing to thank you for your enquiry and interest in the post of IBAA Services Co-ordinator.

Please find enclosed:

- Guidance note for applicants
- Job description and person specification
- Application form
- Equal opportunities monitoring form
- Equal opportunities statement
- Terms and conditions

You should ensure that your completed application forms are sent in plenty of time to reach the Chair, IBAA, Resource for London, 356 Holloway Road, London N7 6PA via our email info@ibaa.org.uk the closing date on **Thursday 5th October 2023 at 2:00 PM.**

Please note interview will be held in the week commencing the 9th October 2023.

You must take care in completing the application form as fully as possible and read all the documents we have sent you, especially the job description and person specification. The information in it will guide us in considering whether you have the right skills and/or experience for the job. We cannot make assumptions about your experience or skills - please spell them out, drawing on both paid and unpaid experience. The most important document is the person's specification. Please clearly demonstrate how you meet the essential criteria in the person specification. You should go through this point by point and show on your application form how you have the particular experience or ability asked for. You will not be short-listed unless you demonstrate how you meet the requirements of each point; therefore we are unable to accept curriculum vitae.

We receive a large response to our job vacancies. Unfortunately, we can only reply to those who have been shortlisted for an interview. If you have not heard from us within 3 days of the closing date you should assume your application has been unsuccessful.

Good luck and we look forward to receiving a completed application form from you on **Thursday 5th October 2023 at 2:00 PM.**

Regards,

Mulat Haregot

Islington BAMER Advice Alliance (IBAA)

GUIDANCE NOTES FOR ALL APPLICANTS

The Job Description describes the duties of the job. It sets out a range of responsibilities and tasks.

The PERSON SPECIFICATION describes the person we are looking for by describing the abilities, experience and skills needed to do the job. We will be looking at your application form to see how you fit the person specification – the extent to which you have the relevant skills and experience.

- a. Before completing the application form, read the job description and person specification carefully.
- b. Type your application or write clearly in black ink, as it will be photocopied. It may help you to do a draft first before filling in the form to avoid mistakes.
- c. The PERSON SPECIFICATION is what we shall use to decide whether you should be shortlisted for an interview. **YOU MUST ADDRESS EACH REQUIREMENT LISTED UNDER THE PERSON SPECIFICATION.** If you miss out on any requirements, particularly if they are **ESSENTIAL** for the job, we shall not be able to invite you for an interview. We cannot make assumptions about your experience and skills – please spell them out.
- d. You will probably need to use additional sheets of paper to provide additional information, please number them and put your name at the top of each page.
- e. Your form should be written in a concise, well-organised and positive way. Use active words such as “I organised or I planned or I do”.
- f. Make sure that your application is sent in plenty of time to meet the closing date.
- g. Keep a copy of your application form for your reference.
- h. All shortlisted candidates will be invited for an interview by letter. It will inform you of the time, location and contact as well as of any test or exercise you may be asked to do.
- i. The recruitment panel is usually comprised of 3 to 5 people including the relevant line manager of the post.

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- j. The panel will ask questions relating to the job description, person specification and application. They will take notes during the interview. All candidates will be asked the same questions.
- k. If you are not sure that you have understood the questions do not hesitate to ask for it to be repeated or clarified.

Good luck.

Job Description

Islington BAMER Advice Alliance (IBAA)

Job Description

Job Title:	IBAA Services Co-ordinator
Responsible to:	Chair
Hours:	21 hours per week
Status:	Fixed contract up to 31 st March 2024 (with the possible extension subject to funding availability)
Salary:	£28,799 per annum (Including ILW) pro-rata for 21 Hours per week
Pension contribution:	5%
Holiday entitlement:	25 days plus statutory holidays (pro-rata).

The Job purpose of the IBAA Services Co-ordinator is to:-

- ❖ Work as part of the Islington BAMER Advice Alliance (IBAA) Team, you will coordinate IBAA's Services, principally the LBI and the Cripplegate Foundation-funded flagship Advice Project.
- ❖ Be responsible for coordinating, monitoring and reporting the London Borough of Islington (LBI) and Cripplegate Foundation-funded IBAA Advice Services Project.
- ❖ Liaise with appropriate voluntary organisations, Advice Agencies, and Islington Council.
- ❖ Work with other voluntary and non-voluntary organisations based in Islington to jointly identify and develop new projects and programmes to sustain the work of IBAA.
- ❖ Maintain appropriate records, statistics and performance data to ensure that the progress of work towards the advice services targets is monitored and evaluated.
- ❖ Work with the IBAA Trustees to identify and develop new programmes and perform any other duties as may be agreed from time to time with the IBAA Trustees.
- ❖ Contribute actively to the development of the organisation. Liaise with the Chair and the Board of Trustees and support their efforts in the strategic growth of the partnership.

IBAA Services Co-ordinator links within IBAA Team:

The IBAA Services Co-ordinator is directly supervised by the Chair and works closely with the IBAA-commissioned Advice staff based in the partner organisations (i.e. 5 Part Time Advisors), as well as other Coordinators and Directors of the Member Organisations.

Key Responsibilities

Advice Quality, to:-

- Support the IBAA advice workers by providing support, information and guidance within the Advice Quality Standard framework.
- Coordinate the advice services, ensuring it meets funding targets.

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- Produce reports to the funder, and Trustees.
- Develop new and maintain existing systems and protocols to ensure IBAA Services are run efficiently and meet regulatory requirements.
- Play a role in operational planning and day-to-day coordination of the partnership and IBAA Advice service.
- Remain up to date with a range of legislative and policy frameworks appropriate to the work of the IBAA Advice Project.

Information and Training, to:-

- Ensure relevant staff and volunteers are kept up to date through regular briefings and training on key issues.
- Provide reports on Advice Project Services and contribute to fundraising as required.
- Take responsibility for the development of briefings and information in different formats appropriate to different audiences in the advice services project.
- Design and deliver training seminars to partners and advice services.

Development and participation, to:-

- Participate fully in volunteers supervision, training, reflective practice and appraisal.
- Attend regular meetings and participate in other advice and staff team commitments and meetings as necessary.
- Contribute to the development of IBAA training programmes and facilitate training, workshops or other capacity-building activities.
- Participate in IBAA's events, and away days, and contribute to publicity work and advocacy where appropriate.
- Participate and take initiative in creating and delivering IBAA's fundraising strategy, including drafting and submitting funding applications

Developing and Maintaining Organisation's Official Website and other promotion Channels

- To have responsibility for the development, update and maintenance of the IBAA's official website
- Organising for an update of the website including designing, re-editing, and collation of visual images and text.
- Regular updates of news/events, and other pages of the website.
- Present case studies on key issues identified by the IBAA partners.
- Provide an online guide to increasing and supporting volunteers in IBAA partners.

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- Produce an archive of reports, statistics and quotations to enable IBAA partners better articulate their cases.
- Provide links to the websites of IBAA Partners, funders and other agencies and statutory bodies.
- Promote and maintain the IBAA website. Monitoring website statistics.
- Design and circulate the IBAA regular E-Bulletin
- Develop and maintain regular activity on social media channels and increase the reach of IBAA via online platforms
- Design and carry out online campaigns to raise awareness about the work of the partnership and attract funders and partner



Person Specification

Please address points to be assessed in the Application (A) in your statement, further points will be assessed in the interview (I).

Person Specification	Essential or Desirable	Assessment Method
Education and qualifications		
1. At least an undergraduate degree or equivalent qualification	E	A
2. A minimum of Advice and Guidance Level 3 essential	D	A
Knowledge		
3. Excellent knowledge of the immigration system, access to justice and access to services for migrants in the UK	E	A+I
4. Excellent knowledge of policy and legislation relating to refugees and migrants at a collective and individual level.	E	A+I
5. Good understanding of NRPF and destitution issues for both refugees and migrants.	E	A+I
Experience		
6. Experience providing Advice support and supervision to staff and/or volunteers.	D	A
7. Experience producing reports to funders/funding bodies.	E	A
8. Good up-to-date working knowledge of housing and homelessness and welfare benefits legislation, policy & services.	E	A + I
9. Experience in delivering training on a range of fast-changing current advice & casework issues to staff and volunteers.	E	A + I
10. Experience contributing to policies and procedures and maintaining quality marks.	E	A
11. Experience working in the voluntary or community sector.	E	A
Skills		
12. Ability to work as an effective team member	E	I
13. Ability to relate well and communicate clearly and respectfully with a diverse group of people	E	I
14. Excellent spoken and written English and the ability to analyze complex written information and communicate it effectively	E	A+I
15. Ability to work with minimal supervision and take initiative	E	A+I
Other		
16. Commitment to working in an inter-cultural environment	E	I
17. Commitment to IBAA aims, values and ethos	E	I
18. Commitment to maintaining organisations and their client's confidentiality and delivering a high-quality professional service	E	I

APPLICATION FOR EMPLOYMENT

Post Applied for:	IBAA ADVICE SERVICES CO-ORDINATOR
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PERSONAL DETAILS

First Name/s		Surname	
Address		Telephone	
		Day:	
		<i>Can we contact you on this number?</i>	
		Yes /	
Emai		Evening:	

WORK PERMIT	
<ul style="list-style-type: none"> • Do you have permission to work in the United Kingdom? • Do you require a work permit? 	<p>Yes/No</p> <p>Yes/No</p> <p>(*Delete as appropriate)</p>

DISABILITY	
Do you regard yourself as having a disability?	Yes/No
If yes, what is the nature of the disability?	<p>(*Delete as appropriate)</p> <p>Yes/No</p> <p>(*Delete as appropriate)</p>



REFERENCES

Please give details of two people from whom references may be sought concerning your application. One of these **must be your present/last employer**. References will not be taken up before the interview.

Name		Name	
Address/telephone/email/mobile		Address/telephone/email/mobile	
Occupation		Occupation	
How is this person known to you?		How is this person known to you?	
Time known:		Time known:	

EDUCATION AND QUALIFICATIONS SECONDARY EDUCATION

Dates	Name and address of the school	Qualifications obtained

FURTHER AND HIGHER EDUCATION

Dates	Name and address of college/university	Qualifications obtained

OTHER QUALIFICATIONS GAINED OR TRAINING COURSES ATTENDED

Dates	Name and address of organisation/course	Qualifications obtained

LANGUAGE ABILITY

Language	Oral fluency	Written fluency	Any qualifications



PRESENT EMPLOYMENT

Name and Address of Employer	
Post held	
Basic Salary	
Date appointed	

Brief description of current duties

How much notice do you have to give to your present employer?	
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If you are not presently in work why did you leave your last employment?

PREVIOUS EMPLOYMENT

Put most recent employment first (continue on a separate sheet if necessary)

Dates From To	Employer's name and address	Position	Brief details of duties	Reason for leaving

EXPERIENCE

Why you are suitable for this position - in this section, you have the opportunity to explain why you would be successful in this post - please give details of any previous



experience, either work-related or general / life skills/experience which you feel is relevant to this application.

You should relate key bullet points against the **person's specification to see what skills, experience and knowledge we are looking for.**

If you believe you have the necessary skills and experience make sure you tell us clearly and concisely - the decision as to who succeeds in gaining an interview will be based on this information.

You may continue on **no more than two additional sheets** - please ensure you write your name clearly at the top of any additional sheets.

If necessary please continue on no more than two additional sheets

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE STATEMENT

Entitlement to work in the UK

In accordance with Section 8 of the Asylum and Immigration Act 1996, an offer of employment will only be confirmed upon receipt of original documentation (e.g. National insurance number, P45, valid Passport)

Can you provide proof of entitlement to work in the UK? Yes/No

1. If offered employment, it will be initially for a probationary period of **three** months.
2. During the probationary period your contract of employment will be terminable by you or by IBAA (except in the case of gross misconduct) with not less than one week's notice.
3. Continued employment is conditional upon satisfactory completion of the probationary period.

STATEMENT TO BE SIGNED BY APPLICANT

I..... Certify that to the best of my knowledge,
the information

(full name in capitals)

I have given is complete and correct, and I understand that misrepresentation of facts is ground for immediate dismissal, and renders me liable for prosecution.

I understand that misrepresentation of facts is ground for immediate dismissal, and renders me liable for prosecution.

I authorise the IBAA to approach former employers and personal referees to verify the information given.

Applicant's Signature.....

Date.....

Under the terms of the Data Protection Act 2018, the information you give us will be kept confidential and will be used only for personnel management.

Please note if you send this form by email, you will be asked to bring a signed print-out if you are called for an interview.

Please return the completed form before the closing date on **Thursday 5th October 2023 at 2:00 PM.**

To this email: - info@ibaa.org.uk

If it arrives late we might not be able to consider you.

ISLINGTON BAMER ADVICE ALLIANCE (IBAA)

EQUAL OPPORTUNITIES MONITORING INFORMATION

To help the Islington Advice Alliance (IBAA) ensure that its equal opportunities policy is being implemented, would you please provide the information requested below. We would stress that this information will be used solely to monitor the effectiveness of our recruitment policies and procedures. The information will not be used in assessing candidates.

PERSONAL DETAILS

NAME:	
POST APPLIED FOR:	IBAA Advice Services Co-ordinator

DATE OF BIRTH:	Day:	Month:	Year:	
AGE CATEGORY:	16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	44+ <input type="checkbox"/>

GENDER	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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DISABILITY	Do you consider yourself to have a disability?	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

ETHNIC ORIGIN How would you describe your ethnic origin?

WHITE	If YES, please tick one box below		
British <input type="checkbox"/>	Irish <input type="checkbox"/>	European <input type="checkbox"/>	
White Other – please specify:			

BLACK	If YES, please tick one box below		
African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Asian <input type="checkbox"/>	British <input type="checkbox"/>
Black Other – please specify:			

ASIAN	If YES, please tick one box below			
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>	British <input type="checkbox"/>



Asian Other – please specify:

OTHER – please specify:	
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MEDIA

Where did you hear about this vacancy?	
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IBAA EQUAL OPPORTUNITIES STATEMENT

- 1.0 IBAA wishes it to be known that it is committed to a policy of Equal Opportunities in all areas of its activity.
- 1.1 IBAA recognises that in our society groups of individuals have been and continue to be discriminated against on the basis of race, sex, nationality, marital status, employment status, class, disability, sexuality, age, religious belief and political persuasion. As a first step, IBAA will aim to ensure Equal Opportunities for all staff and prospective staff on the basis of race, sex, disability and employment status.
- 1.2 IBAA is committed to implementing non-discriminatory recruitment and employment practices.
- 1.3 As an organisation established to assist refugee and migrant community organisations that are frequently victims of discrimination, IBAA is committed to ensuring that its own structures and practices do not discriminate against any individuals or groups on any grounds irrelevant to the field of activity.
- 1.4 This statement applies equally to all disadvantaged groups in society. IBAA’s particular concerns make it imperative that overcoming discrimination against refugees, migrants and other disadvantaged groups be given special emphasis in the implementation of its Equal Opportunities Policy.
- 1.5 IBAA accepts that making a policy statement of non-discrimination will not in itself constitute an adequate Equal Opportunities Policy. IBAA therefore is committed to active implementation which seeks to ensure that refugees, migrants and other disadvantaged groups are able to participate fully in its work and members of programmes at all levels.
- 1.6 IBAA is committed to implementing non-discriminatory practices in the control, administration and allocation of services and resources over which it has control. It will work to encourage maximum participation in the decision-

making process from refugees, migrants and members of other disadvantaged groups.

1.7 IBAA recognises that training and support must be provided to enable refugees, migrants and members of other disadvantaged groups to participate fully in the development and implementation of its policies and programmes.

1.8 To help it fulfil its commitment to Equal Opportunities, IBAA will collect and monitor information concerning recruitment, employment and delivery of services as appropriate.

1.9 IBAA Trustees will monitor the implementation of the points outlined above, to ensure that they are actively pursued.

ISLINGTON BAMER ADVICE ALLIANCE (IBAA) CO-ORDINATOR

TERMS AND CONDITIONS

SALARY

£28,799 Including ILW full time (35 hours per week), per annum, **21 hours per week pro rata until March 2024 (with the possible extension subject to funding availability)**

HOURS OF WORK

Hours of work are **21 hours** per week excluding meal breaks.

ANNUAL LEAVE

The post holder will be entitled to annual leave based upon 25 days (**pro rata**) for a Full-time Employment

PROBATION PERIOD

All appointments are subject to a **three-month** probationary period.

NOTICE PERIOD

During the probation period, the notice period to be given by either side is one week. Once the post holder has been confirmed in post the notice period required to be given by either side is one month.



CONTRACT OF EMPLOYMENT

This post is funded by the London Borough of Islington until March 2024 and will be a fixed-term contract.