



Project 17

St Joseph's Hospice
Mare Street
E8 4SA

www.project17.org.uk

Job description and person specification

<u>Title of Post:</u>	Adviser
<u>Location:</u>	Project 17, St Joseph's Hospice, Mare Street, Hackney, E8 4SA with the option of some home working
<u>Responsible to:</u>	Advice Supervisor or Care Act Advice Supervisor
<u>Responsible for:</u>	Delivery of the advice service and capacity building service and other activities required to sustain the aims of Project 17
<u>Salary:</u>	£40,142 pro rata
<u>Annual Leave:</u>	25 days pro rata + bank holidays
<u>Hours:</u>	28 hours per week
<u>Term:</u>	Fixed term contract for 1 year (to be extended subject to funding)
<u>Closing date:</u>	Sunday 24 May 2026 (midnight)

Description

We are recruiting for two similar positions. One adviser will primarily work with families and provide advice on support under s.17 Children Act 1989. The other adviser will work primarily with adults with care needs and provide advice under the Care Act 2014. You will be able to state your preference on the application form.

The postholders will provide written and verbal advice and advocacy for migrants with no recourse to public funds. The advice will centre on accessing support from local authorities, but will also cover elements of housing law, asylum support and other areas.

The postholders will form part of our capacity building team, strengthening other organisations to work more effectively with migrants with NRPF. This will involve designing and delivering training, staffing an advice line for professionals and creating and updating resources to support effective advocacy.

Around 80% of the role will be direct advice and advocacy and 20% will be support for other organisations.

Main Tasks

A. Advice service

1. To undertake a personal caseload advising and advocating for migrants with no recourse to public funds on their financial and housing options and related needs.
2. To ensure case recording systems are maintained and up to date in accordance with policies and procedures.
3. To keep up to date with legislative and other changes affecting migrants with NRPF.
4. To develop the service alongside the rest of the advice team and wider organisation.

B. Capacity Building

1. To build capacity in other organisations through the development and provision of:
 - a. Training
 - b. Telephone and email advice for frontline workers
 - c. Online resources
2. To develop the service alongside the rest of the capacity building team and the wider organisation.

C. General Duties

1. To keep up to date with relevant changes in legislation and policy.
2. To attend relevant training and development courses.
3. To be administratively self-serving.
4. To ensure all policies, procedures and working practices are maintained in line with quality standards.
5. To undertake any other related duties as required, consistent with the development of the post and the organisation.

Person Specification:

Experience	Essential/ Desirable	Demonstrated at application, interview or task
Minimum of 2 years' experience giving advice in one or more of the following areas: s.17/ Care Act/welfare benefits/immigration/housing/asylum support.	E	A/I/T
Personal (lived) experience of no recourse to public funds.	D	A

Experience of working with migrants with NRPF and an understanding of the particular needs of the client group.	E	A/I
Experience of balancing a high caseload alongside other work.	E	A
Experience of monitoring and recording information.	E	A
Experience of supporting the development of other professionals, e.g. providing training or case advice.	E	A/I/T
Skills and abilities		
Ability to work sensitively with people in crisis.	E	A/I
Excellent communication skills, both written and oral.	E	A/I/T
The ability to work independently and as part of a team.	E	I
Excellent administrative and IT skills.	E	A
Values		
A commitment to the values and ethos of Project 17	E	A/I