

**Southwest Immigration Alliance (SWIA) Coordinator**

Job Description & Person Specification

Responsible to: CEO

**Hours: 18 hours pw (**to be worked over 2-3 regular days)

**Salary: £30k PA** (pro rata, full time would be 35 hours pw**)**

**Plus generous leave entitlement (equivalent to 6 weeks PA plus the time between Christmas and New Year), 7% employer pension, employee assistance programme and flexible, friendly working environment and policies**

**Location: Office / home working possible, and some travel to offsite meetings**

**Duration: Fixed term to June 2026** (due to project funding)

**Purpose of the job**

To coordinate a major 3 year project for the Southwest of England to strengthen access to specialist immigration advice. This will be done by seeking to increase capacity in shorter, medium and long term by supporting collaboration among community-based advice providers across the Southwest. Bristol Law Centre is coordinating the project as lead partner, working with 7 others\*.

*\*Bristol Law Centre (BLC) is the lead partner amongst GARAS, Harbour project, Bristol Refugee Rights, Plymouth Hope, DCRS (Devon & Cornwall Refugee Support) and RSD (Refugee Support Devon), and the University of Plymouth Law Clinic as an associate partner on an advisory capacity.*

**Background**

The Southwest struggles with a shortage of free legal advice, particularly immigration advice. Various reports and data evidence this including a report done in 2022 by Bristol Refugee Rights and Bristol Law Centre, funded by the Justice Together Initiative, demonstrated the lack of adequate legal specialist immigration advice in the region due to limited capacity faced by high demand (Read Report Here) – noting the situation has worsened since 2022 in terms of overall comparison of demand/need and providers – and with policy changes and other external factors.

This project aims to establish a more coordinated, collaborative, and sustainable legal advice ecosystem that ensures that people who use the immigration system can access justice fairly and equally so that they can pursue their lives independently. [Southwest Immigration Alliance - Bristol Law Centre](https://www.bristollawcentre.org.uk/about/southwest-immigration-alliance/)

**Main Duties:**

1. **Project Coordination**
* Strengthening partner relations to ensure close working and practice sharing.
* Organising partners’ days and meetings to facilitate operational and strategic discussions for shared outcomes.
* Supporting the development of the project and creating effective infrastructure such as shared files, communication hub and practice-sharing sessions.
* Budget organisation including managing partners’ payment from the budget, and recording invoices (working with Finance Manager).
* Agreeing project working plans for partners, and supporting organisations in reporting requirements and compiling reporting to funders.
* Support for organisations to improve their legal advice and/or referral capacity.
* Supporting partner organisations to align with the funders’ strategic goals including developing anti-racist and lived-experience approach to working.
* Funding mapping and supporting organisations to apply for future funding
1. **Communication**
* Maintaining and developing communication internal to the project, and externally to other immigration advice providers and referrers.
* Maintaining and developing communications with the funder
* Developing relationships with stakeholders in the region and nationwide.
* Supporting partner organisations in voice and influence work e.g. in forums
* Supporting organisations in effective case referral system, within the project and with other legal providers.
* Developing profile of the project for voice & influence, and funding reasons
1. **Other**
* Working with the Immigration and Asylum team at Bristol Law Centre to gather & share policy and other changes at the ‘frontline’ for immigration advice
* Keep up to date with sector developments, funding, training and regulations
* Working with CEO and others on future planning for regional capacity
* Attend relevant funder events and information sessions
1. **General duties**
* To be flexible within the broad remit of the post as it develops and perform any other tasks or reasonable requests.
* Attend regular supervision with the CEO
* Attend training as agreed in appraisals/supervisions; to respond to demands of the role.

**Person specification**

**Essential experience**

* Understanding of the immigration advice sector and its challenges and importance
* Partnership working for shared outcomes
* Understanding of the role of voice and influence
* Project management
* Collating information for reporting / sharing to various audiences

 **Essential attitudes, skills and aptitudes**

* ‘Can do’, flexible and proactive attitude towards tasks and finished work, research and problem solving as needed
* Excellent communication skills, both verbal and written, and ability to communicate complex issues appropriately
* Commitment to valuing fair access & diversity
* Excellent time management & organisational skills
* Excellent computer skills – including effective work developing systems / ways of working to streamline processes appropriately

 **Desirable experience**

* Understanding of the legal aid framework and how it relates to immigration & asylum
* Regional partnership work
* Working on grant funded projects
* Knowledge of the political and statutory environments affecting immigration sector
* Working with those with (or own) lived experience and how to develop services accordingly and with an anti-racist commitment
* Media work / awareness including social media