

**Job Description – Network Development Worker**

**Responsible to:** National Director

**Hours:** 37.5 hours or 30 hours per week

**Salary:** £27,000 - £28,785 per annum (NJC grade SO1 points 23-25) plus £3405 if based in inner London. Salary will be pro rata’d if 30 hours.  **New starters will normally be appointed at the bottom scale point of the salary band.**

**Leave:** 25 days per anum plus Bank Holidays

**Pension:** NACCOM will contribute 6% of your gross salary

**Contract:** 3 years fixed, with possibility of extension subject to funding

**Location:** Home based or depending on location there may be the possibility to be based in one of NACCOM’s member organisations. This role requires regular travel around the UK working outside normal office hours, with occasional overnights stays. The postholder will need to be in a location from which they can easily access London within 2.5hours via train.

**Organisational Context:** *NACCOM is committed to bringing an end to destitution amongst people seeking asylum, refugees and migrants with no recourse to public funds living in the UK.* NACCOM exists to promote good practice in and support the establishment of accommodation projects that *reduce destitution amongst people seeking asylum. In addition, they may also support migrants with no recourse to public funds (NRPF) and / or refugees facing barriers to accessing affordable housing.* It does this by:

* *providing networking opportunities to encourage, empower and connect members*
* *sharing knowledge and promoting good practice to provide pathways out of destitution*
* *working with others (including those with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system*
* *gathering and disseminating data on the scale of destitution and positive outcomes achieved by members*

**Job purpose:** The Network Development Worker will further the growth and sustainability of the network by:

* using their expertise to provide consultancy to existing member organisations to help develop capacity in and increase the effectiveness of their accommodation projects;
* encouraging the creation of accommodation provision for destitute people seeking asylum in areas where there is no provision, either through partnership working with existing projects or the establishment of new projects;
* developing accommodation sub-groups and regional support networks within NACCOM; and
* supporting members with access to up to date information and resources on providing accommodation through online tools and events.

**Duties & Responsibilities:**

1. Respond to requests from member groups to evaluate existing schemes and explore strategies for sustainability and/or growth.
2. Research new asylum dispersal areas and identify potential new member projects and/or partnerships with existing projects.
3. Help new groups to set up and develop accommodation schemes appropriate to their area.
4. Encourage members to liaise with and support one another locally and regionally as the network expands.
5. Facilitate accommodation sub-groups within NACCOM’s membership and develop these to reflect the needs of members.
6. Provide leadership to regional network groups and encourage participation across the membership.
7. Work with the Communications Co-ordinator and Policy and Campaigns Co-ordinator to assist with the implementation of the communications and advocacy strategy as required.
8. Develop resources and information for the member’s library to assist members with developing accommodation projects.
9. Record activities and establish ways to measure impact to contribute to NACCOMs impact monitoring and reporting.
10. Represent NACCOM at national events and meetings as agreed with the National Director.
11. Assist with the co-ordination and management of key events including the Annual Conference in conjunction with other NACCOM staff as and when required.
12. Report regularly to National Director and attend team meetings as required.

**Personal Specification/Key Competencies:**

The Network Development Worker will have:

1. Experience of supporting people seeking asylum, refugees or migrants with NRPF and/or organisations working with them.
2. A knowledge of housing or hosting projects for people seeking asylum, refugees or migrants with NRPF, including an understanding of the operating challenges.
3. The ability to use their initiative and work independently, and possess a creative approach to problem solving.
4. The ability to work as part of a small team across different locations.
5. Excellent written and verbal communication skills to engage with a wide variety of stakeholders and be an excellent networker.
6. The ability to represent the charity in a variety of settings.
7. The ability to prioritise, multi-task and work well under pressure.
8. A demonstrable commitment to supporting vulnerable migrants and ending destitution.
9. Absolute integrity with a commitment to transparency and openness.
10. IT skills, including experience of working with Microsoft Office programmes.
11. (Desirable) Experience of organising workshops and webinars.
12. (Desirable) Knowledge of the mainstream housing or homelessness sector.
13. (Desirable) Practical experience of a hosting scheme.

**Note:** This job description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities.

This job description does not form part of the employment contract and we reserve the right to review it with the post-holder as necessary.