

 **Job Role – Community Researcher Facilitator**

**Responsible to:** National Director

**Number of days:** 1.5 day per week for a minimum of 6 months**.** This can be worked flexibly, currently the Community Researcher group meet on a Friday morning

**Salary:** £29,000 to 32,800 pro rate (+ 6% pension) or freelance fee to be negotiated

**Contract:** Minimum six months

**Location:** Home based/online with potential for limited national travel to NACCOM and partner events dependent on national COVID guidelines and wishes of the Community Researcher group.

**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 as well as 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 people with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system **(key outcome for this project)**
* gathering and disseminating data on the scale of destitution and positive outcomes achieved by members **(key outcome for this project)**

**Consultant Purpose/context:**

The purpose of this work is to facilitate a key area of NACCOM’s Expert by Experience work – the Community Researcher group.

Community Researchers are NACCOM volunteers who participate in, design and lead NACCOM’s research work. As a group, the Community Researchers discuss the areas of destitution, homelessness, and migration that they wish to collectively research and NACCOM supports the group to undertake ethical, safe and impactful research. The work of the group provides a space for people with lived experience of immigration control to research, analyse and present solutions to destitution in our communities.

This work has grown out of NACCOM’s Community Reporter work *(*[*see an evaluation of the Community Reporter project evaluation*](../../../Community%20reporting/Evaluation_Oct%202020/Community%20Reporters%20evaluation_FINAL.docx)*)* and reflects NACCOM’s commitment to sharing knowledge and power. The consultant will assist the group in planning and undertaking research sessions. They will ensure that the group are supported to do this ethically and impactfully. The consultant will work with the NACCOM team to ensure that there are clear routes for the research findings and that they are presented directly to decision makers.

The volunteer Community Researcher group was established in March 2021 and Jessie Seal, NACCOM’s Research and Policy Coordinator has supported its development. Jessie is leaving NACCOM for a new role, and we want to continue momentum on the project and believe it is important to have one person with the right expertise holding the group. NACCOM recently welcomed our new Director, Bridget Young, who starts on 5th July and will lead continuation of the strategic review of our work and structures.

**Role and responsibilities:**

* Support volunteer researchers to facilitate regular online sessions (on a Friday morning at least every 2 weeks)
	+ Work with volunteers to decide and plan session topics (including identifying areas for further training and inviting external partners to sessions)
	+ Support session facilitator (volunteers rotate) to prepare session and provide feedback
	+ Record session plans and minutes and share with group
* Support volunteer researchers to plan, facilitate and record online focus groups and structured conversations with a variety of research participants (inc. people with lived experience of destitution and those working in support roles)
* Work with current researchers to evaluate the group and volunteering role at the 6 month mark (through group and 1-1 supervisions)
* Work with the current volunteers to recruit and train new researchers if deemed necessary/appropriate
* Work with the group to produce written and audio pieces based on the research findings
* Participate in the NACCOM team, in particular in its goal to enable those with lived experience to inform NACCOM’s work to end migrant destitution
* Support the group in engaging with the ‘Finding local solutions to migrant homelessness’ project
* Facilitate reflection and evaluation with the volunteers and present this so it can be shared with NACCOM staff, members and partners
* Follow NACCOM’s safeguarding policy and processes
* Following NACCOM’s volunteer expenses policy, work with NACCOM’s Finance & Operations Coordinator to ensure that volunteers are able to fully access all volunteering opportunities

**Person specification**

1. Experience of working with community groups
2. Experience of facilitating online group sessions using Zoom, teams and Whatsapp
3. Experience of designing training materials and running training sessions
4. Knowledge of participatory research methods
5. Good understanding of the ethical and safeguarding issues involved in peer/participatory research
6. An excellent understanding of the challenges experienced by people who are living within the hostile environment
7. Excellent written and oral communication skills, able to produce concise, engaging content for a range of audiences
8. Demonstrable skills in working inclusively and building engagement and trust
9. Strong project management skills and ability to manage time and keep to deadlines

# Desirable

1. Lived experience of immigration and/or destitution
2. Experience of producing high quality research findings using participatory research methods

**How to apply:**

Please send a CV and covering letter (no more than 2-3 pages) outlining your relevant experience and commitment to this role to NACCOM’s interim director, Heather Petch heather@NACCOM.org.uk **by noon on Tuesday 13th July.**

If you would like to chat through the role before applying, please feel free to ring Jessie Seal on 07497091627 or email jessie@NACCOM.org.uk

**Interviews will be held on Thursday 15th July**. Please let us know if you are not available on this day and we will endeavour to make alternative arrangements although cannot commit to this.