



Gatwick Detainees Welfare Group

GATWICK DETAINEES WELFARE GROUP PERSON SPECIFICATION: ADVOCACY and ADMINISTRATION SUPPORT OFFICER

Essential:

1. Experience of paid or unpaid work with people seeking asylum, refugees or other migrant groups.
2. Concern for the welfare of migrants, people seeking asylum, refugees and Immigration detainees. An understanding of the issues these groups face.
3. Good communication and listening skills. The ability to communicate with a wide range of people, including those for whom English is not their first language.
4. A proven ability to support vulnerable people, who may be angry, distressed or frightened. The emotional strength to support people whose problems you may not necessarily be able to solve.
5. Some experience of working with volunteers or as a volunteer.
6. A high standard of written and spoken English.
7. Computer literacy and excellent administrative skills. Proven working knowledge of databases. Patience and willingness to share these skills with others who may not have them.
8. Flexibility, and ability to work closely and supportively with other staff members, but also to take initiative, prioritise and work on your own when necessary. Able to prioritise a workload in a stressful and pressurised environment.
9. Ability to empathise with volunteers and detainees motivated by religious faith.
10. Commitment to equality of opportunity and to the rights and value of every individual.
11. Understanding of the importance of confidentiality to this work.
12. Willingness to keep abreast of relevant issues and to undertake training as needed.
13. Knowledge of a second language relevant to our work.

Desirable:

1. Knowledge of asylum and immigration law.
2. Experience of working with people with mental health problems.
3. Experience of setting up a new database.