



Haringey Migrant Support Centre is recruiting a **Signposting and Partnerships Volunteer**

Haringey Migrant Support Centre (HMSC) is a charity set up in 2012, staffed by volunteers and a small number of paid workers. HMSC endeavors to provide holistic and in-depth advice, support and casework on immigration, welfare and housing issues for migrants, refugees and asylum seekers across London. We also run a regular community wellbeing space, and tackle the root causes of the issues our visitors face through campaigning and policy.

We are recruiting a Signposting and Partnerships Volunteer to support our ongoing work maintaining and developing our signposting communication with visitors, and building relationships and referral pathways with other organisations.

This role is suited to a volunteer who enjoys desk-based research and administrative tasks.

When?

Every Monday or Tuesday, from 10.00am to 4.30 pm.

Where?

In person at office in N15.

Tasks

- Research and map organisations and services in London offering support for destitute migrants in London
- Share relevant signposting information and opportunities relating to non-immigration issues. (eg. homelessness support and shelters, mental health services, food and education) with HMSC visitors, staff and volunteers
- Review and update HMSC's signposting handbook
- Develop partnerships and referral pathways with organisations working in the areas that are beneficial to our visitors.
- Collaborate with members of staff and advisers to provide the best possible support for visitors.

Commitment

- Need to be available to volunteer **once a week**, on the day and times mentioned in the role description. We understand that there might be circumstances where a volunteer can't attend (e.g., holidays, illness), please try to inform us in advance so that we can organise cover.
- Need a minimum commitment of **6 months** (training and experience is gradually built up 'on the job' and through peer support).
- Need to complete ongoing training provided by HMSC.

Requirements: personal qualities

- Good administrative and research skills are essential.
- Good communication skills: ability to write clear emails and notes, and to speak with a range of people and services over the phone.
- **Good computer skills and knowledge of Office 365 are essential.** You will be working online, with cloud-based files, shared email addresses, online chats etc. Some training can be provided but you should be comfortable using these kinds of systems.
- A desire to support migrants affected by the hostile environment, including people who are seeking to regularise their status.
- Ability to take initiative and be flexible to support with the range of activities being run at HMSC

Benefits

- Valuable experience at the frontline of a grassroots organization supporting migrants personal wellbeing, in a small friendly team.
- Better understanding of immigration and refugee issues, rights and entitlements of migrants, as well as ways to deliver practical support to vulnerable migrants facing the 'hostile environment'. Additional training will be provided when possible.
- Professional reference after 4 months.
- Reimbursement of travel expenses and a free lunch provided.