



Position Title:	<b>Information &amp; Advocacy Worker</b>
Nature & Scope:	The Information & Advocacy Worker will be responsible for working with migrants living in Ireland.
Reports to:	Project Leader
Contract:	Full-time, fixed-term contract for 12 months starting mid-September 2014
Responsibilities:	<p><b>Case work with clients</b></p> <ul style="list-style-type: none"><li>• Providing information to and advocating on behalf of migrants in our drop-in centre on issues relating to the immigration system for non-EU migrants</li><li>• Preparing written submissions with or on behalf of clients</li><li>• Collaborating with other Crosscare projects on multi-issue cases</li><li>• Ensuring all clients are treated with dignity, respect and in a professional manner</li></ul> <p><b>Project-specific work</b></p> <ul style="list-style-type: none"><li>• Website content development and management (<a href="http://www.livinginireland.ie">www.livinginireland.ie</a>)</li><li>• Volunteer management</li><li>• Developing information materials, as required</li><li>• Research and policy work, as required</li></ul> <p><b>Organisational</b></p> <ul style="list-style-type: none"><li>• Working as part of a team, engaging in team meetings, supervision, review and planning sessions</li><li>• Promoting positive working relationships with external organisations</li><li>• Maintaining Crosscare confidentiality at all times, following policies and procedures, and data protection legislation</li></ul> <p><b>Administration</b></p> <ul style="list-style-type: none"><li>• Database and hard-copy case management</li><li>• Keeping up-to-date with immigration case law and policies</li></ul>

The Holder:

(Qualification/Skills  
Requirements)

**Essential Job skills / experience required:**

- Experience of information provision on a one-to-one basis
- Experience of advocacy work on behalf of clients
- Knowledge of immigration system (for example, citizenship applications, EU Treaty Rights, status issues, INIS & GNIB)
- Experience working with people from different cultures
- Degree / post-graduate qualification in social sciences or equivalent
- Fluent English
- Excellent literacy and verbal skills

**Desirable experience:**

- Management (of volunteers / interns)
- Website management or development
- Working through an interpreter
- Writing, researching and editing skills

**Personal Skills:**

- Excellent communication and interpersonal skills
- Motivation and ability to work on own initiative
- Organisational skills
- IT Skills (MS Office essential, experience in database use desirable)

**Note: working hours are 9am – 5pm, Monday to Friday (Tues 11am – 7pm)  
Occasional additional evening work will be required.**

Application Process

**To apply, please send a comprehensive CV and letter of application detailing your suitability for the role to [hr@crosscare.ie](mailto:hr@crosscare.ie)**

*When emailing your application, please put 'Crosscare Migrant Project Information & Advocacy Worker Role' in the subject heading.*

[Closing date for all applications is 5pm on Monday 1<sup>st</sup> September](#)

[Interviews are anticipated to take place on Monday 8<sup>th</sup> September](#)

website: [www.crosscare.ie](http://www.crosscare.ie)



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