



# BRASP Assistant



# Recruitment Pack December 2024



Dear Applicant,

Thank you for expressing an interest in the post of BRASP Assistant. Bristol Refugee Rights (BRR) are employing this post on behalf of the Bristol Refugee and Asylum Seeker Partnership (BRASP). This is a new role working with the BRASP Partnership Development Manager.

We think BRR is a great place to work and we are able to offer a number of benefits including: flexible working, a generous annual leave allowance; workplace pension scheme and access to a bike scheme. You will have a thorough induction, regular support and supervision sessions and necessary training.

**Bristol Refugee Rights is a charity that has been running since 2006.** Our vision is: *A society where refugees, asylum seekers and migrants are welcomed, feel safe, live free of poverty and are able to positively build their lives. A society where everyone's rights and entitlements are respected.* BRR offers an advice service and drop in, a welcome drop in, support for families, complex needs casework and a support group for LGBTQ+ asylum seekers and refugees.

**Bristol Refugee and Asylum Seeker Partnership (BRASP) is an innovative, self-motivated partnership of 15 organisations working in solidarity with refugees and asylum seekers.** The establishment of the partnership began in late 2019, driven by a desire for better coordination of services, stronger influencing of city wide and regional decision making, championing lived experience leadership collectively and sharing knowledge and resources.

Our vision is: *All refugees and asylum seekers enjoy healthy and fulfilling lives in Bristol, have a voice and their needs are met by an effective, unified and sustainable sector.*

You can find out more about the work of BRR from the website and from the most recent Impact Report. Information about BRASP's work is on the next page; feel free to contact me if you want to find out more.

**In line with our recruitment procedures all disabled applicants and applicants from a refugee or asylum seeking background will be offered an interview if they fully meet the person specification of this post. We think our organisation will be stronger with greater diversity and welcome applications people of all backgrounds as we believe that each person brings their own valuable experiences to what we do. If you would like to discuss how your particular experience or skills might translate into the criteria set out for this job please don't hesitate to contact us.**

Yours faithfully

**Phoebe Westwood, BRASP Development Manager**



## **Bristol Refugee and Asylum Seeker Partnership Goals and Ways of Working**

### **Who are BRASP Members?**

Aid Box Community, ACH, Bridges for Communities, Borderlands, Bristol City of Sanctuary, Bristol Hospitality Network, Bristol Refugee Festival, Bristol Refugee Rights, Bristol Reporting Solidarity, British Red Cross, Project Mama, Refugee Council, Refugee Women of Bristol, The Haven, and Trauma Foundation South West.

BRASP has 4 Strategic goals to guide its work over the next 3 years, enabled by the development of the partnership itself.

**Goal 1: Coordinated services and responses** – refugees and asylum seekers know about services available in Bristol and surrounding areas and access appropriate support and services they need.

**Goal 2: Lived Experience Leadership** - partners are informed by people with lived experience in their decision-making structures and day to day operations, so refugees and asylum seekers can influence service delivery and strategy.

**Goal 3: Influencing, advocacy and campaigning** - BRASP is playing a significant role, working collaboratively with people with lived experience and across the sector, to influence local, regional and national policies affecting refugees and people seeking asylum.

**Goal 4: Sharing resources and expertise** - BRASP partners provide efficient and effective coordinated services through expertise and resource sharing and supporting each other.

**Enabler: a connected, dynamic and sustainable partnership**

**BRASP values are:** led and shaped by lived experience, trauma-informed, mutual accountability, embrace diversity and solidarity.



## BRISTOL REFUGEE AND ASYLUM SEEKER PARTNERSHIP

(hosted by Bristol Refugee Rights)

### JOB DESCRIPTION

#### BRASP Assistant

<b>Hours of Work:</b>	22.5 hours per week
<b>Contract:</b>	Fixed term – until 31 <sup>st</sup> December 2025
<b>Salary:</b>	£17,798 Pro-rata (FTE - £29,269 NJC Scale 6)
<b>Place of Work:</b>	Wellspring Settlement, Bristol and/or homeworking; BRASP partner offices as required
<b>Benefits:</b>	Pension scheme, Cycle to Work Scheme, flexible working, Life Insurance
<b>Responsible to:</b>	BRASP Development Manager

#### **Purpose of job:**

To support the BRASP partnership to ensure their work is led and shaped by lived experience knowledge.

To provide comprehensive administrative support to BRASP work.

To support the partnership to maximise use of the new BRASP Kompas website which lists all services for refugees and asylum seekers in Bristol, North Somerset and South Gloucester.

#### **Specific Duties and Responsibilities**

Lived experience leadership:

- Working with the BRASP Development Manager and partners to support their work around increasing lived experience leadership within the sector.

Kompas website:

- Work with the BRASP Development Manager, partners, funder and website developers on testing and feedback process for Kompas website to ensure it is used, updated and understood by BRASP and other partner organisations.



- Ensure the views of people with lived experience are included in further development of the website by engaging experts by experience.
- Regularly visit BRASP partner offices/services to ensure partners' service information is up to date and to share information and updates about the website with staff teams and volunteers.

#### General Administration:

- Support the BRASP Development Manager with other administrative work as required; this may include taking meeting minutes, scheduling meetings, booking venues, collating information for newsletters
- Work with BRASP Development Manager and BRASP partners to develop internal and external partnership communications to ensure information and updates are shared in a timely, accessible manner.
- Contribute to evaluation and monitoring to share knowledge and impact

#### General Duties

- Keep informed of relevant legislation, policy and good practice developments
- Contribute to other BRASP projects from time to time
- Provide support where appropriate to BRASP campaigns
- Participate in training opportunities appropriate to the post.
- Work within BRR's aims, objectives and policies. Promote equality and rights for asylum seekers, model positive behaviour and champion BRR's equal opportunities policy.
- Take appropriate responsibility for safeguarding and health & safety within the relevant legislative and BRR policy frameworks.
- Carry out additional duties in consultation with the line manager as are consistent with the responsibilities of the post. Occasional evening and weekend working may be required by prior arrangement.



## PERSON SPECIFICATION

### BRASP Assistant

#### Essential Criteria

<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working in administration,</li> <li>• Experience of managing multiple priorities</li> <li>• Experience of providing information to stakeholders in a useful format</li> <li>• Experience in a role where excellent communication (both internal and external) is required</li> </ul>
<b>Knowledge and Approach</b>
<ul style="list-style-type: none"> <li>• Understanding of and commitment to the vision, mission, values and objectives of BRASP</li> <li>• Ability to work methodically and thoroughly</li> <li>• Knowledge and awareness of the experience of asylum seekers and new refugees in the UK</li> <li>• A demonstrable commitment to and understanding of equity, diversity and inclusion and a commitment to anti-racism</li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrable administrative competency and IT literacy</li> <li>• Strong communication skills: written and verbal in English</li> <li>• Excellent interpersonal skills including the ability to effectively communicate, network and negotiate with people from a wide range of backgrounds</li> <li>• Organisational and time management skills, with the ability to prioritise tasks and deliver/produce work under pressure and to deadlines</li> <li>• Excellent facilitation skills to enable effective discussions.</li> </ul>

#### Desirable Criteria

<ul style="list-style-type: none"> <li>• Knowledge and awareness of the Bristol refugee and asylum seeker sector</li> <li>• Direct experience of the asylum or immigration system – either through working in the sector or lived experience</li> <li>• Experience of influencing and/or campaigning work</li> <li>• Experience of working with websites</li> <li>• Proficiency in a relevant language spoken by the refugee or immigration communities in Bristol</li> <li>• An understanding of health and safety and safeguarding</li> </ul>
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