

Volunteer Role: EU Settlement Scheme Support

Project: EU Settlement Scheme

Support Person	Dorota Peszkowska, EU Settlement Scheme Officer; Gosia Kowalewska, Volunteer Coordinator/Community Development Worker
Role Purpose	The purpose of this role is to support the Project Officer in making the application to the EU Settlement Scheme.
Specific Tasks	<ul style="list-style-type: none"> ● Supporting vulnerable EU Citizens in the application to the EU Settlement Scheme ● Help meeting targets set by the funder ● Possible other involvement in the project if interested
Skills and Qualities Needed	<ul style="list-style-type: none"> ● Interest in supporting the EU Citizens in the application for Settled Status ● A clear understanding of the documents required to support applications under the scheme and an ability to advise clients on how such evidence might be attained ● The ability to navigate the online instructions for the submission of the application and supporting documents and use the required App ● The ability to draft where necessary clear letters or notes in English to support the application ● Experience or interest in providing immigration or welfare advice ● Sufficient verbal, communication and interpersonal skills to: explain the application process; understand the client's needs and intentions and be able to clarify the facts from the story; communicate advice; inform about the further steps

	<ul style="list-style-type: none"> • Being able to pass the PVG check and acquire registration OISC EUSS Level 1 • Ability to attend a short OISC training course about the EUSS scheme • Knowledge of at least one of the European languages, especially Romanian, Polish, Bulgarian, Lithuanian or Latvian is desired.
Commitment	Time commitment depends on volunteer's availability, half a day or a day a week preferable
Support and Training	<p>The volunteer will go through the induction process to get to know the organisation.</p> <p>The volunteer will receive a specific training to the tasks related to their role - in this case, an OISC Level 1 EUSS training.</p> <p>All our volunteers receive supervision and are offered various training opportunities related to their role or our projects in general.</p> <p>There are also volunteers meetings which help to get to know other volunteers.</p>
Expectations of Feniks' volunteer	<ul style="list-style-type: none"> • Commitment to the role • Confidentiality • Following Feniks's policies • Compassion, patience and high interpersonal skills • Commitment to attend volunteers meetings
Location and time of volunteering	Task will be performed in Feniks office (151 London Road, Edinburgh EH6 7AE UK) on time arranged with the volunteer coordinator and the project officer.
How to apply	<p>Please send an email to dorota.peszkowska@feniks.org.uk.</p> <p>Tell us a bit about yourself and why are you interested in the role (a paragraph or two is enough). Highlight any experience in providing 1-1 advice or any immigration law training. Please attach your CV.</p>

Task Description Updated: 24 October 2019