



Project Co-ordinator Refugee Children's Project: Fixed Term Contract

The Immigration Law Practitioners' Association (ILPA) is seeking a Project Coordinator to for its Refugee Children's Project. The Project Coordinator will coordinate and run the training programme for legal representatives working with refugee children, publications to support this work, and conferences to bring together experts in the field, working to ensure that all this work is informed by, and informs, the experiences of practitioners and ILPA's influencing work. The post is line-managed by the General Secretary and involves working closely with all staff in the ILPA office, with ILPA's children's subcommittee and with an advisory group appointed for the project.

We are looking for a capable individual who combines an interest in law and policy in this area with an enthusiasm for project management and administration, to join a small team in a friendly and varied working environment. An opportunity to develop your skills in a cross-over role: for those with substantive knowledge of this area of law and policy to develop their project management and delivery skills, or for a capable project manager and administrator with an interest in this area to develop their substantive knowledge.

Fixed term contract to December 2012

Salary: Up to £33,000 depending on skills and experience. Pension 5% of salary.

Working Hours: Core hours, five days a week 9 to 5, some evening working. Applications for flexible working will be considered.

Start date: March/early April 2012

Location: Clerkenwell, Central London

Applications on ILPA's standard form to Elizabeth.White@ilpa.org.uk no later than 4pm Monday 13 February 2012. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html. Interviews Monday 20th February. No CVs please. Applications from individuals only – no agencies.

**Immigration Law Practitioners' Association
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The logo for the Diana Princess of Wales Memorial Fund, featuring the name 'Diana' written in a stylized, purple, cursive script.

Princess of Wales Memorial Fund
THE WORK CONTINUES

JOB DESCRIPTION

To run ILPA's Refugee Children's Project a project: delivering a training programme for legal representatives working with refugee children, publications to support this work, and conferences to bring together experts in the field. Working to ensure that all this work is informed by, and informs, the experiences of practitioners and ILPA's influencing work.

Main tasks

Project Coordination and links with ILPA influencing work

To work closely with the Advisory group for the project, ILPA's Legal Officer and ILPA members to run the project, liaise with the funder, and ensure close links with ILPA influencing work:

- Support and service the Advisory Group for the project.
- Lead on liaison with the Diana Princess of Wales Memorial Fund, reporting to them and attending shared learning events hosted by the Fund.
- Monitor project budget
- Monitor delivery of project, including the dissemination of information to practitioners in accordance with the terms of the project.
- To bring the project in on time and within budget.
- Ensure the dissemination of information and ideas from those involved in the project: advisory group, trainers, authors and those trained to feed into ILPA's influencing work, including the work of its Children's Subcommittee, its participation in the Refugee Children's Consortium, responses to consultations and representation on 'stakeholder' and other meetings. The post holder will work closely with staff and members involved in ILPA's influencing work and be involved in this work.

Training programme

To develop and run the training programme of courses free at point of delivery, delivered by experts in the field in different parts of the UK for legal representatives and others:

- Leading on work to design and develop the training programme
- Publicising training courses. Booking tutors and organising the preparation and delivery of materials
- Booking venues and running all aspects of on-the-day administration
- Evaluation, including follow-up.

Publications

Production of the production of best practice/policy publications to support those working with refugee children:

1. Planning and scheduling the production of best practice/policy documents.
2. Coordination of contributors and reviewers
3. Organising design, production and printing
4. Publicising and disseminating the publications.

One publication is currently in preparation and the post-holder will be required to assist with this one, and then lead on the subsequent publication(s).

Conferences and seminars

To organise conferences on refugee children over the lifetime of the project bringing together practitioners, policy-makers, officials and members of the judiciary.

1. Drawing up agenda and identifying and booking speakers
2. Publicising the conferences and booking venues and participants
3. Preparation of conference materials
4. Follow-up and evaluation

The second project conference takes place on 1 May 2012 and planning is already well advanced. The post-holder will take over the running of this. At least one further conference will be delivered during the lifetime of the project, which the post holder will design and plan.

PERSON SPECIFICATION

Essential criteria

1. Experience of project management with demonstrable success in bringing projects in on time and within budget
2. Experience of at least one of the following:
 - a. providing training to legal representatives
 - b. work in the field of immigration and asylum law
 - c. policy/work on children's rights
3. Experience of events management or of marketing, running and administering training courses;
4. Excellent communication skills; high standard of written English and experience of preparing documents of over 50 pages for publication
5. Commitment to the rights of refugee children.
6. Good IT skills, including familiarity with Microsoft office packages
7. Well organised, able to work to deadlines, prioritise and manage workload with excellent record-keeping skills
8. Flexibility to attend evening meetings with ILPA members and others and occasional travel (may include overnight stays).

Desirable

1. Experience of working with legal representatives
2. Experience of working in or with not for profit organisations
3. Experience of working on asylum and/or immigration
4. Experience of working on the rights of children
5. Experience of working with grant funders, including work on monitoring and evaluation.
6. Experience of working with Quickbooks accounting software
7. Experience of working with volunteers
8. Previous experience of working in a small office

About ILPA

The Immigration Law Practitioners Association (ILPA) is a membership association with around 1000 members the majority of whom are solicitors, barristers and advocates practising in immigration, asylum and nationality law. ILPA provides an extensive programme of training for members and others, disseminates information and carries out a large programme of influencing work with parliament, government and a wide range of organisations. ILPA has done extensive work on refugee children, including research and a series of influential publications. There are five staff in our Clerkenwell Office, which is a busy place, the venue for some of our training sessions and for meetings.

The office is a short walk from Farringdon and Barbican and easily accessible on foot from Chancery Lane tube station, thus served by the Circle, District, Hammersmith and City and Central lines and by the First Capital Connect trains. It is situated in the heart of the lively Smithfields area.