



## EAST AREA ASYLUM SEEKERS SUPPORT GROUP

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Common Ground is a drop-in centre in the east end of Newcastle working primarily with asylum seekers and refugees and open to local residents. We open 10am-2pm Monday to Friday. We are looking both to reinforce our core work in Common Ground and also to develop ancillary activities.

If any of these roles are of interest we would invite you to ring for an informal conversation about what you can offer and the needs of Common Ground.

### ***Please note: we are not looking for general volunteers at the moment***

#### 1) Trustees

We are looking for trustees able to take an active leadership role in the organization bringing strengths in (one of) law, casework, organizational development, and information management.

Time: monthly meetings (some Saturday mornings) and engagement between meetings.

#### 2) Caseworkers

To respond to all requests for assistance in everything from redirected mail to supporting clients as they make their asylum claims. Issues include housing, health, education, travel, legal queries. We are generalist advisers and help where we can, though much of the work is signposting and referral.

Min: 2 days / week, preferably 3 – recognising the commitment involved we suggest starting with 1 day a week and building up.

#### 3) Taking people to appointments

To accompany clients to appointments as and when requested.

Must have a car. Must be confident working alone – within EAASSG's lone working policy and risk assessment process.

Time: flexible, daytime

#### 4) Information manager

To create an information system covering

- (a) official asylum and related policy, law cases etc.
- (b) non-governmental resources i.e. UN, academic, voluntary sector



(c) local provision related to the demands of clients for advice (e.g. asylum issues, physical & mental health, housing & homelessness, personal finance)

(d) internal EAASSG policies, procedures, internal statistics.

Must have some experience with information systems.

Min: 2 days / week

#### 5) Asylum Policy

To build up and disseminate an understanding of UK and Europe-wide asylum policy to (a) inform Common Ground workers and supporters and (b) to inform Trustee decision making.

Time: intermittent and sustained.

#### 6) Liaisonworker

To keep contact with local churches and other supportive groups, building up the box scheme (food collection), and encouraging continued support. Will work with EAASSG membership.

Must have a car.

Time: flexible, including evenings and weekends.

#### 7) Activitiesworker

To develop a range of social and leisure activities with asylum seekers and refugees.

Must be enthusiastic and persistent. Car driver would be an advantage but not essential..

Time: periodic, depending on the work that is developed. Late afternoon would be a good time to start.

#### Befrienders

We are actively considering the possibility of creating a befriending scheme to support clients outside Common Ground. We would need strong, patient and stable people willing to begin befriending with the possibility of long-term commitment. However the scheme is not yet in place so, at this point, we are only looking for declarations of interest.

For all these posts we are looking for emotionally mature people who can fit into a small, busy, under-resourced project in the process of change. For an informal conversation about any of these roles please contact Paul Bagshaw, administrator, 0191 262 7158.