

SUPPORT CENTRE MANAGER

Hours 10 hours per week including Friday mornings

Salary Circa £7,800

Location Walthamstow and working from home.

Waltham Forest Migrant Action's Support Centre provides a warm welcome to migrants, offering free welfare, housing and immigration advice and casework, signposting to other services, administrative support, such as form filling, liaising with official bodies and, as needed, accompaniment to hearings or meetings. Volunteers are key to the running of the Support Centre.

This new post will provide overall management of the Centre, including coordinating the team of volunteers and advisers, administration, and liaison with external bodies. An understanding of migrant issues, strong organisational, interpersonal and communications skills and ability to work with minimal supervision are essential. We particularly welcome applicants with lived experience of migration and the UK immigration system.

For a role profile/application form please email **office@wfma.org.uk**

Deadline 25 September **Interviews** w/c 11 October 2021 **Start date** ASAP

 **info@wfma.org.uk**

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