



Current working arrangements for the Access to Justice Worker

The job description is for the substantive post. However due to the Covid-19 pandemic our services have changed temporarily.

Before the pandemic

1. Hackney Migrant Centre ran a weekly drop-in service every Wednesday where visitors were able to receive advice and support on issues relating to immigration, housing, access to health and poverty relief among others.
2. Our staff and external professional advisers attended the drop-in session to carry out initial advice appointments with visitors and to support our advocacy and casework volunteers.
3. The rest of the week all HMC staff were working from offices at The Old Fire Station, 61 Leswin Road, London, N16 7NX.

During the pandemic

1. Our drop-in service is currently closed. We are instead operating a remote advice service run on an appointment basis. Every Monday, our dedicated advice telephone line is open between 10am and 12:30pm. Callers are booked in for a telephone assessment with a volunteer advocate on Wednesday that week. Based on the volunteer's assessment, the caller may then be allocated a telephone advice meeting later in the week for further advice with a member of staff or an external professional adviser.
2. We have also introduced a service named Collective Care Team for migrants we are working with now or in the recent past. This is a Team of volunteers who provide support for any individuals or families who now have reduced access to food and other necessities because of the crisis.
3. All staff, volunteers and external professional advisers are working remotely.

The Access to Justice Worker main duties will remain substantially the same, with some variations where necessary. The postholder will be expected to work remotely until our office reopens. HMC will provide a laptop and mobile phone, plus any other equipment required to enable effective remote working.

Please note that interviews will be conducted by video and audio conference.