**Post Title:** Consular Social Work Adviser (Mental Health specialism)

 Option to apply for team leader to Consular Social Work Adviser team

**Line Management & Clinical**

**supervision by:** Ross Erlam HTC & FCO Consular Directorate

**Location:** Foreign and Commonwealth Office (FCO), Consular Directorate, King Charles St, London, and Heathrow Travel-Care (HTC), London Heathrow Airport.

**JOB PURPOSE**

To enable the FCO to offer advice and assistance to vulnerable British nationals known to the UK Consular Network around the world.

Option to apply to team lead Consular Social Work Adviser team.

**KEY AREAS OF RESPONSIBILITY**

**FCO**

**Social Work Adviser Role**

* Advice to Country Casework Teams, Consular staff across the FCO network of embassies and posts, the joint FCO/Home Office Forced marriage Unit and other partners on social work issues for vulnerable or distressed British nationals
* Working collaboratively with the social work advisor team to review cases and relevant policy to ensure consular staff have the tools they need to give appropriate and timely support to those most in need
* Investigation, signposting, planning of case management with FCO staff who are working with vulnerable British nationals
* Referral of 'meet and assist’ cases to relevant service providers at UK ports when vulnerable British nationals return to the UK
* Risk assessment of cases
* Policy, guidance and training input to FCO Consular staff and partners on Mental Health issues
* Building and maintaining links with relevant NGOs & travel partners
* Building and maintaining links with Consular Regional Directors across the FCO network of embassies and posts
* Cover for other Social Work Advisers in the team when required (specialisms include: older people, homelessness and children)
* Recording of all cases on Casebook (the secure Consular data management system)

**London Heathrow Airport – Heathrow Travel Care**

(one day per month – possible extension to two days per month upon mutual agreement)

* Liaison between airport crisis team (focus on ‘meet and assist’) and FCO Consular Directorate
* Contribution to airport crisis preparation work
* Contribution to Heathrow Travel-Care policy, guidance and strategic planning
* Participation in emergency preparedness and response at Heathrow
* Continuing professional development

**Additional responsibilities of Team Leader Role (if applicable to your application)**

* Provide guidance, instruction, direction and leadership to Social Work Adviser team
* Delegate tasks, set deadlines and oversee day to day operations
* Monitor performance of 3 x Social Work Advisers and address any performance issues
* Co-ordinate and approve A/L requests of 3 x Social Work Advisers
* Provide regular supervision to 3 x Social Work Advisers
* Complete annual appraisals and 6 monthly reviews with 3 x Social Work Advisers
* Support 3 x Social Workers ongoing learning and development
* Ensure the social work adviser team is represented at wider meetings
* Attend appropriate line management training
* Conduct new staff inductions
* Monitor and record sick leave
* Raise any Social Work Adviser issues to FCO
* Raise any Heathrow Travel Care issues to SWA team

**GENERAL**

All staff are expected to:

* Participate in team meetings and other meetings as required
* Maintain appropriate confidentiality at all times
* Carry out any other reasonable duties as and when required by management

**DETAILS**

Salary: £36,000.00 per annum (plus additional management uplift, if the candidate chooses to apply for this leadership role and is successful in competition)

Hours: To cover the hours of Mon to Fri 9am to 5pm. 8 hour day including 60 min lunch per day (40 hours a week).   Some occasional flexibility required for international teleconferences.

Contract: Two year contract (extendable for a further year upon mutual agreement)

Leave: 25 days per year plus public holidays

Probation: Three month probationary period during which time one week’s notice is required.

Notice: Three months, following completion of a successful probationary period

N.B. the additional management responsibility is an optional element of this role. Candidates should indicate upon application if they are interested in applying for this management responsibility. There is no advantage or disadvantage to applying for the optional management responsibility. The competition for the team leadership role is open to both internal and external candidates.

**ELIGIBILITY**

You must be legally able to work in UK. Security clearance is required for this role. You must have been resident in the UK for a least two of the previous ten years, at least one year of which must have been a consecutive 12-month period and you must have resided for at least three consecutive years in one country. All applicants should be aware that a lack of sufficient background information may preclude an applicant from being granted security clearance.