



**CAUSEWAY
GP FEDERATION**

ASYLUM SEEKER PROJECT COMMUNITY CO-ORDINATOR

APPLICANT INFORMATION PACK

ASPCC / CW / 07 / 26

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VACANCY INFORMATION

We are delighted to announce that vacancy have arose within the **Causeway GP Federation** for the position of **Asylum Seeker Project Community Co-Ordinator**.

We seek to recruit:

WTE	Work Location
0.4 (Fixed Term – 1 year)	See Appendix A

INTRODUCTION

To provide the best possible healthcare for the people we serve, it is essential that GP Federations attract and retain staff who are appropriately qualified, professional in the service they deliver, happy and productive in their work and committed to lifelong learning and developing in their role.

This information pack is designed to provide you with a brief overview of the role of GP Federations, the terms and conditions of employment within GP Federations and information which should assist you in the completion of your application form.

Thank you for your interest in applying for a position within GP Federations and we look forward to receiving your application.

Should you wish to find out more about the Federation and its work, please visit our website www.northernfsu.co.uk for more information.

NORTHERN IRELAND GP FEDERATIONS

GP Federations were established in Northern Ireland with two main aims:

- To support and protect GP Practices
- To help deliver the transformation agenda in Health and Social Care

GP Federations aim to provide better care, delivered in a more responsive way and closer to home, for patients registered on the lists of practices within the Federation. The focus is on working across the local health and social care community, in collaboration with a wide number of agencies, to design and implement innovative healthcare strategies and ways of delivering high quality care.

Across Northern Ireland, there are 17 GP Federations which have been established by GPs to support General Practice and facilitate the transformation of health and social care in a Primary Care setting. Each Federation has been established as a Not-For-Profit Community Interest Company and any financial surplus generated through efficiency is re-invested in front-line services.

Each Federation covers a patient population of approximately 100,000 patients and, because of scale, provides services which would not otherwise be delivered at individual Practice level.

The Federations

The Federations exist in the following locations:

- **NORTHERN Area (4):**
Causeway / Antrim Ballymena / East Antrim / Mid Ulster
- **EASTERN Area (8):**
North Belfast / South Belfast / East Belfast / West Belfast / Ards / North Down / Down / Lisburn
- **SOUTHERN Area (3):**
Newry & District / Craigavon / Armagh & Dungannon
- **WESTERN Area (2):**
Derry / South West

The Federation Support Unit (FSU)

Each area has established and incorporated an FSU. All 17 Federations are supported by 1 of 4 FSUs. Each FSU has been designed to provide Federation members with support, advice and expertise in the design and delivery of service provision. FSU functions include central management expertise, planning, accounting, communication, corporate governance and human resources. In some instances, these services will be outsourced.

The core purpose of the FSU is to ensure that clinicians are free to focus on ensuring they provide the best clinical outcomes for their patients while improving the quality-of-care patients receive.

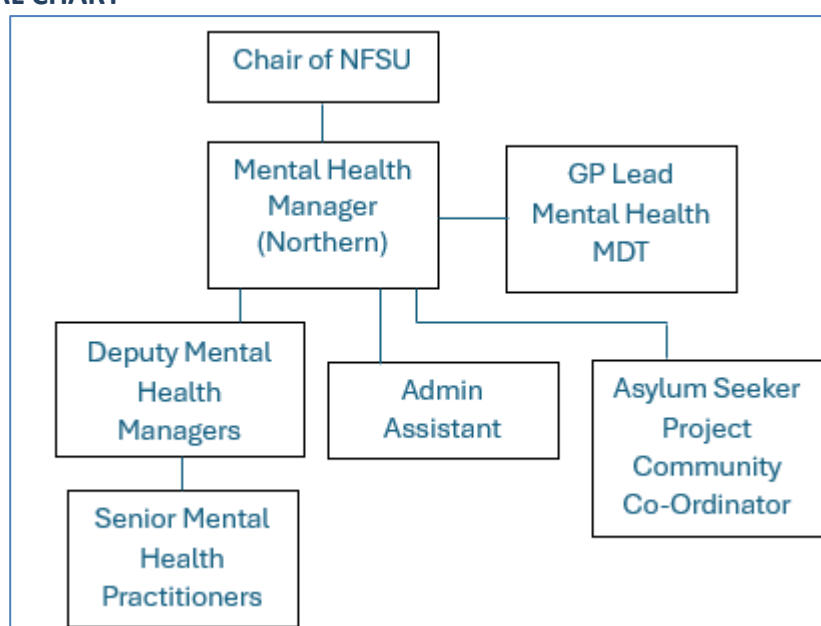
Direct Service Provision

As Federations grow, develop and mature, they are increasingly recognised as an efficient and effective model for staff employment and service provision as part of the transformation of services in primary care and the community. A range of exciting services have already been introduced for example, General Practice Pharmacy, Advanced Nurse Practitioners, GP locum pool, Social Prescribing, Practice Based Learning (PBL) events and the shared management of a new and enhanced multi-disciplinary team (MDT) in Primary Care. MDTs include practice-based staff, district nurses, health visitors, social workers, physiotherapists and senior mental health practitioner.

JOB DESCRIPTION

JOB TITLE	Asylum Seeker Project Community Co-Ordinator
FEDERATION	Causeway GP Federation
REPORTS TO	Northern Mental Health Manager
ACCOUNTABLE TO	Northern Mental Health Manager
PROFESSIONALLY RESPONSIBLE TO	(If Applicable) Identified professional supervisor (Social Work, Nursing, Occupational Therapy and Psychology)
LOCATION(S)	Designated GP Practice(s) within Causeway GP Federation, flexible to rotate to other practices within the Federation area

ORGANISATIONAL CHART



Job Summary

The Asylum Seeker Project Community Coordinator will be based within the Causeway GP Federation as part of a multi-disciplinary, multi- agency initiative to enhance the mental health and wellbeing of individuals and families seeking sanctuary in Northern Ireland through a collaborative approach with Statutory and Community and Voluntary sector organisations within the Causeway area and is commissioned by the Strategic Planning and Performance Group (SPPG). The post holder will work with a population of asylum seekers residing in hotel-based accommodation and dispersal community housing within the Causeway locality strengthening partnerships within the Causeway Federation area.

This population is characterised by high levels of transience, complex trauma, cultural diversity, and significant barriers to accessing mainstream health services. Many individuals present with unmet mental health needs linked to adverse life experiences, displacement, and social isolation, requiring a sensitive, trauma-informed, and culturally competent approach. The Asylum Seeker Project Community Coordinator's role will involve proactively engaging with the asylum-seeker communities to determine the specific needs of this population.

MAIN RESPONSIBILITIES

The Asylum Seeker Project Community Coordinator will be responsible for the development and implementation of a multi-agency initiative to enhance the mental health & wellbeing of individuals and families seeking asylum in the Northern Area. Collaboration remains central to the success of the project. The practitioner will work closely with partners across Statutory, Community & Voluntary and faith-based sectors involved in support provision ensuring that project objectives as agreed with commissioning bodies are met. This includes:

SERVICE DEVELOPMENT:

- Actively engage with the Asylum seeker community to determine the specific needs of this population.
- Work with individuals to offer support, advice and signposting as required.
- Support colleagues in the delivery of programmes/psycho education groups for the range of issues identified.
- Assist with the development of relevant information, advice and signposting materials to assist with accessibility to services, ensuring culturally and linguistically appropriate communication.
- Scope the range of local supports available both from Statutory and Community & Voluntary sector organisations
- Signpost and refer individuals to Statutory, Community and Voluntary organisations to meet their needs.
- Assist with identifying gaps in service provision for community support and in coordination with service providers and Mental Health Manager assist with the development of an action plan to enhance service provision.
- Participate in regular project meetings providing feedback on action plans and identifying service improvements whilst ensuring that expenditure is contained within agreed budgets.

STAKEHOLDER ENGAGEMENT:

- Develop, build and maintain relationships with all key stakeholders to include Statutory, Community & Voluntary and faith based organisations to assist with the identification and delivery of services to the Asylum seeking community.
- Seek and identify new and creative opportunities for engaging with the Asylum seeking communities.
- Promote and develop engagement from all community assets(Councils, housing, learning establishments)
- Engage with other organisations/groups and deliver presentations as required.

ADMINISTRATION:

- The postholder will be responsible for the completion of reporting returns as per reporting plan required by commissioning bodies.
- Gather and collate service user feedback and provide support to overall service evaluation.
- Have a sound knowledge of the project budget including the goods and services allocation.
- Maintain an effective and high-quality control over resources ensuring that expenditure is contained within agreed budgets and escalate any issues to Mental health manager as appropriate.

PROFESSIONAL & ORGANISATIONAL DEVELOPMENT

- Attend and participate in regular 1-2-1 meetings and participate in an annual appraisal process

- Undertake relevant training as required.

-

DECISIONS & JUDGEMENTS:

- Exercise own initiative, judgement and discretion in relation to achievement of key objectives.
- Identify deficits in current provisions and work with Community & Voluntary organisations to develop plans that would meet individual's needs.
- Ability to work flexibly to gain stakeholder support
- Ability to prioritise and manage own workload with minimal supervision
- Ability to identify and escalate issues as required.

PERSON SPECIFICATION

Criteria		Essential OR Desirable	Method of Assessment
QUALIFICATIONS & EXPERIENCE	Certificate /diploma level in health or social care AND 2 years experience working in a role with vulnerable people and/or groups in a community environment	Essential	Application Form Interview
	OR 3 years experience working in a role with vulnerable people and or/groups in a community setting.		
	Experience of working and supporting people with a wide range of health & wellbeing needs.		
	Experience of working with a wide range of professionals and organisations.		
	Experience of working under pressure in a busy and demanding work environment		
SKILLS & ABILITIES	Applicants must demonstrate effective communication skills to meets the needs of this post with proficiency in report writing.	Essential	Interview
	Ability to communicate and negotiate with colleagues across organisations.	Essential	
	Demonstrate a high degree of empathy, understanding and integrity.	Essential	
	Effective planning and organisational skills with an ability to prioritise own workload.	Essential	
	Be willing to work flexibly to meet the needs of the service	Essential	

Criteria		Essential OR Desirable	Method of Assessment
PERSONAL CIRCUMSTANCES	The successful candidate must hold a full current driving license (valid in the UK) and have access to a car or have access** to a form of transport which will permit the applicant to carry out the duties of the post in full. <i>(** this relates only to any person who has declared that they have a disability, which debars them from driving).</i>	Essential	Application Form Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

Whilst the essential criteria detailed within this Personnel Specification will form the basis for shortlisting, the GP Federation reserves the right to enhance using the desirable criteria to facilitate shortlisting.

The Federation is an Equal Opportunities Employer

RECRUITMENT PROCESS



Return of Application Forms

Application forms can be completed and returned via email to hr@northernfsu.co.uk

Application forms must be submitted by the stated closing date and time. **Late applications will not be accepted.**

Please note:

- It is your responsibility to check that your application has been submitted successfully. GP Federations are not responsible for any technical problems you may experience and is not obliged to accept a late application from you in these circumstances.
- Additional information may not be included on your application after the closing date/time.

Interview Outcome

Following the interview:

You will be notified that: (1) you have been successful at interview and will be placed on the Federations waiting list OR (2) you have been unsuccessful at interview.

References

References will be sought for all successful candidates at job offer stage. Referees will be given one week to respond. References not received within this time will delay your final outcome notification being sent.

Reserve List

Following interviews, a reserve list may be compiled for future same or similar vacancies arising. The reserve list will normally be held for **12 months**.

PRE-EMPLOYMENT CHECKS

The following pre-employment checks will be carried out prior to appointing someone to a post:

References

All appointments are subject to two satisfactory references being received. Please be specific when providing addresses/contact details for your referees. One of your references must have knowledge of your present work/or most recent employment & be in a supervisory/managerial capacity. Both referees should be from an employment background.

Professional Registration/Qualification Checks/Verification of Identity

Human Resources will carry out checks to confirm professional registration (if applicable) and any qualifications which are listed as essential in the Personnel Specification. You will also be required to produce original documents to verify your identity, one of which must be photographic identification.

Proof of qualifications and/or professional registration will be required if an offer of employment is made. The successful candidate will be required to produce documentary evidence that they are legally entitled to live and work in the UK e.g., Passport/travel documents. Failure to do so will result in the offer being withdrawn.

Health Assessment

Appointments may be subject to assessment by the Occupational Health service.

Criminal Records Checks

As part of the Recruitment and Selection process it will be necessary to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

The above checks must be completed before a final offer of employment is made. A criminal record will not necessarily be a bar to obtaining a position.

The GP Federation Support Unit has a policy on the recruitment of ex-offenders and a policy on the secure handling, use, storage, and retention of disclosure information. Both policies are available to all applicants on request. Please contact hr@northernfsu.co.uk.

The GP Federation Support Unit adheres to the AccessNI Code of Practice, please see:

<https://www.nidirect.gov.uk/publications/accessnicode-practice>.

TERMS & CONDITIONS OF EMPLOYMENT

GP Federations offer a competitive remuneration package and terms and conditions of employment. Our employment practices and policies adhere to all relevant employment legislation, and we are committed to promoting diversity and equality of opportunity in employment for our staff. As well as the items listed below, Federations also offer occupational maternity, paternity, and adoption pay, as well as an occupational sick pay scheme.

Place of Employment

The successful candidate will be based within **Causeway GP Federation** area.

All GP practices within this region can be viewed on our website via the link below:

[Northern GP Federation - GP Practices Interactive Map](#)

-  Antrim Ballymena GP Federation
-  **Causeway GP Federation**
-  East Antrim GP Federation
-  Mid Ulster GP Federation

As and when considered necessary, or appropriate, employees may be transferred to any location within their Federation area. Due to the nature of this role, you may be required to work at any place where the employer/Federation has service provision.

Employment Status

The successful candidates will be employed:

- **Fixed term** basis

Working Hours / Pattern

The successful candidate will be required to work **15 hours per week**.

Working pattern (distribution of working hours) will be determined by the GP Federation and must meet service needs of the GP Federation. A number of Flexible Working provisions are offered by the Federation, what provisions are available depends on the role being undertaken. For further detail please contact hr@northernfsu.co.uk.

Reckonable Service

Previous (verified) employment with another Federation or another HSC employer may be considered in determining certain conditions for this post.

Salary

£31,049 - £37,796 (pro rata) per annum

Annual Holidays

The holiday year runs from 1 April to 31 March. If you are in the service of the Federation on 1 April in any year, entitlement to annual leave with pay in that leave year will be 27 days in addition to statutory and bank holidays as specified below (annual leave will be allocated on a pro rata basis for part time staff). Entitlement to annual leave will increase to 29 days per annum pro rata after 5 years' service with the Federation, and 33 days per annum pro rata after 10 years' service.

Statutory Holidays

You will receive the following Statutory (Public) Holidays with pay. Part time staff will receive a pro rata proportion of the bank holiday entitlement regardless of the days on which they are required to work. When the public holiday falls on a Saturday or Sunday; the 'substitute day' is normally the following Monday.

Public Holidays	
New Year's Day	Late May Bank Holiday
St Patrick's Day	12th July
Easter Monday	Summer Bank Holiday in August
Easter Tuesday	Christmas Day
Early Bank Holiday in May	Boxing Day

Occupational Sick Pay

Previous confirmed employment with another Federation, FSU or Health and Social Care Trust/Organisation, will be counted towards Occupational Sick Pay, unless there has been a break of 12 months or more.

- During the first year of service this will equate to one months' full pay and two month's half pay
- During the second year of service this equates to two months' full pay and two months half pay
- During the third year of service this equates to four months full pay and four months half pay
- During the fourth and fifth years of service this equates to five months' full pay and five months' half pay
- After completing five years of service, you will receive six months' full pay and six months' half pay

Pension

This post will be pensionable from the date of commencement of employment. GP Federations have access to the HSC Pension Scheme as the company pension scheme, and appointees will be automatically enrolled into this scheme providing they meet the relevant criteria.

The HSC Pension Scheme is a defined benefit scheme and scheme members receive an excellent package of pension benefits which are index linked and guaranteed by Government.

Employer contribution rate of **23.2%**.

Please see <https://hscpensions.hscni.net/> for further information.

Mileage Claims

Costs associated with necessary business travel will be reimbursed. Members of staff will be reimbursed for miles travelled in the performance of their duties which are in excess of the home to agreed work base return journey. The work base will be agreed on appointment.

Employee Benefits

Additional benefits available to Federation employees include:

- Access to HSC Pension Scheme (with 23.2% employer contribution)
- Employee Assistance Programme (Health Assured)
- Cash Health Plan (Health Shield)
- Cycle to Work Scheme
- Techscheme
- Specsavers Eye Care Vouchers (for DSE users)
- Blue Light Card
- Fleet Scheme

TIPS FOR COMPLETING & SUBMITTING YOUR APPLICATION FORM

All sections of the application form must be completed in full. Please note shortlisting will be carried out based on the criteria set out in the Personnel Specification, using solely the information you provide on the application form. Therefore, you must ensure that your application form clearly indicates how you meet the criteria stated in the Personnel Specification, as failure to do so may result in you not being shortlisted.

For example, be specific about dates of employment; qualification subjects and levels (including any sub-parts); and number, expiry date and nature of professional registration (including part/branch of the register as appropriate).

Repeat information (if applicable) across questions – do not presume that if you have mentioned something in one question it crosses across all questions. Each criterion is marked separately.

Please note that essential and where relevant, desirable criteria may be used at shortlisting. Applicants should therefore make it clear on their application form whether or not they meet the desirable criteria, as per the Personnel Specification. Failure to do so may result in you not being shortlisted.

Candidates with a Disability

GP Federations are committed to ensuring that applicants with a disability have equality of opportunity and are considered solely on their merits. Therefore, if you require any assistance/reasonable adjustments during the recruitment process, please give details on your application form in the relevant section. If you would like to speak to someone about reasonable adjustments, please contact Cathy Christie, Human Resources Officer, by email at hr@northernfsu.co.uk.

Appendix A: Job Advertisement

Causeway
GP Federation 
IS SEEKING TO RECRUIT AN

Asylum Seeker Project Community Co-Ordinator

ASPCC /CW / 07 / 26

As an Asylum Seeker Project Community Co-Ordinator, you will be based within the Causeway GP Federation as part of a multi-disciplinary, multi-agency initiative to enhance the mental health and wellbeing of individuals and families seeking sanctuary in Northern Ireland through a collaborative approach with Statutory and Community and Voluntary sector organisations within the Causeway area and it is commissioned by the Strategic Planning and Performance Group (SPPG).

We are seeking to compile a waiting list of suitably qualified and experienced individual to join the team.

Salary:	£31,049 – £37,796 (pro rata) per annum
Contract:	Fixed Term (12months)
Hours:	15 hours per week
Location:	Causeway GP Federation Area

VACANCY OPEN DATE
Monday 6th July 2026

VACANCY CLOSE DATE
Monday 20th July 2026 (at 12 noon)

ANTICIPATED INTERVIEW DATE
TBC – August 2026



APPLY NOW

FOR FURTHER INFORMATION & TO DOWNLOAD AN
APPLICATION PACK VISIT

WWW.NORTHERNFSU.CO.UK/CAREERS
or
WWW.NIJOBFINDER.CO.UK

Alternatively to request an application pack contact
Human Resources on:


028 9620 8333


hr@northernfsu.co.uk

A waiting list will be compiled for similar vacancies that may arise within the next 12 months

Successful candidates will be subject to an Enhanced AccessNI Disclosure check

Late applications will not be accepted

Causeway
GP Federation 

VACANCY OPEN DATE
Monday 6th July 2026

VACANCY CLOSE DATE
Monday 20th July 2026 (at 12 noon)

ANTICIPATED INTERVIEW DATE
TBC – August 2026



THE FEDERATION IS AN EQUAL OPPORTUNITIES EMPLOYER

Appendix B: GP Practices of Causeway GP Federation

PRACTICE	TOWN
Riverside Medical Centre	Coleraine
Killowen Health Centre	Coleraine
Ballymoney Family Practice	Ballymoney
Lodge Health Centre	Coleraine
The Country Medical Centre	Armoy
Bushmills Medical Centre	Bushmills
Portrush Medical Centre	Portrush
Garvagh Health Centre	Garvagh
The Family Practice	Portstewart
Kilrea Medical Centre	Kilrea
Mountsandel Surgery	Coleraine
Liffock Surgery	Castlerock
Rasharkin Health Centre	Rasharkin
Dalriada Family Practice	Ballycastle
The Frocess Medical Centre	Cloughmills
Ballycastle Medical Practice	Ballycastle
Portstewart Medical Centre	Portstewart