

Job title:	Project Officer - Migration Policy and Practice
Salary:	£23,000 per annum (pro rata)
Hours:	21 hours per week (flexible – including some evening and weekend work).
Pension:	Group Personal Pension with employer's contribution
Annual leave:	25 days per annum (pro rata)
Tenure:	Fixed Term Contract until March 2022
Based at:	Birmingham Settlement – Aston Hub – 359-361 Witton Road, Aston, B6 6NS.
Responsible to:	Senior Coordinator – Migration Policy and Practice
Responsible for:	No direct line management; but contributes to overall people development.
Role Purpose:	<p>As part of a regional project, we support voluntary sector organisations in Birmingham and the Black Country working with migrants to support their effective settlement and promote a positive integration agenda in the region. The role will include:</p> <ul style="list-style-type: none"> • Development and updating a regional asset register • Mapping and engaging with community assets • Developing contacts, links and relationships between voluntary sector groups and statutory bodies. • Administrative support for existing sector meeting structures. <p>Supporting the project to organise outreach activities, training and events, support with communications and a range of other tasks.</p>
Allowances:	This post qualifies for casual car user allowance.

Background

Migration Policy and Practice is an independent project funded by the Barrow Cadbury Trust and Paul Hamlyn Foundation supporting the effective settlement of migrants. Its aim is to develop and build a positive integration agenda in Birmingham and the Black Country. Through collaboration it works to improve coordination, communication and collaborative working; bringing together local evidence and experience to influence local, regional and national policy.

The project is hosted and based with Birmingham Settlement but led by an Independent Chair and Steering Group.

Objectives

- Improve coordination, communication and collaboration between organisations working with migrants
- Systematically collate evidence of need and best practice in the West Midlands to improve services to, and integration of, migrants
- Facilitate the development of a collective voice that is heard by policy-makers and other stakeholders
- Link to campaigns and other work at a national level to ensure the regional experience counts

The requirements listed below are broad definitions of the role. The host organisation reserves the right to amend and/or change these as and when it sees fit in line with changing needs. The post holder is expected, and agrees, as part of their role to be flexible to this end.

Key accountabilities/job purpose:

1. Corporate Requirements:

- a) To positively represent and demonstrate a commitment to the aims, objectives and values of the host organisation at all times.
- b) To work cooperatively with colleagues offering support, advice, and contributing to the development, induction and training of staff and volunteers.
- c) To work at all times in accordance with, and to assist the development and implementation of policies and procedures for service as a whole including:
 - Equal Opportunities and Diversity
 - Safeguarding
 - Health and Safety
 - Confidentiality and Data Protection
- b) To be approachable and willing to go the extra mile to ensure the best possible outcome for the sector; recognising the value of, and delivering excellent customer care.
- c) To ensure all groups and organisations have the opportunity to feedback, shape, and develop services; to identify their own aspirations and goals, and to direct their own outcomes.
- d) To develop and contribute to integrated working through communication and coordination of service delivery across the host organisation and its partners.
- e) To be self-administering, and to accurately record and work towards the achievement of agreed organisational, departmental and individual KPIs and targets.
- f) To undertake training to meet new and developing needs.
- g) To carry out any other duties commensurate with the post as required by the host organisation

2. Core Duties

- a) To respond to public enquiries, face to face, over the telephone and via email to answer questions and provide information about activities and services. This might include basic signposting to other local services.

- b) To keep records up to date including using our database system, Excel spreadsheets and filing systems.
- c) To complete a variety of administrative tasks, such as taking meeting minutes, sending out mailings, processing payments for activities, etc.
- d) Setting up rooms for regular activities and one off events; facilitating the delivery of training/workshops.
- e) To support events and trips, for example researching activities, making bookings, manning an event 'welcome desk', providing directions or taking photos at events.
- f) To help with monitoring and evaluation, such as collecting and analysing feedback, compiling evidence and writing reports.
- g) To support communications such as preparing case studies, writing short website articles, updating social media pages, or updating noticeboards, supported by the line manager and Independent Chair.
- h) To be a point of contact for projects in Birmingham and the Black Country providing advice, guidance and signposting.
- i) To gather data relevant to the Project and ensure mapping of sector assets is kept up to date on a regional asset register database.
- j) To engage with organisations, groups and individuals who deliver services, programmes and events for migrants.
- k) To arrange opportunities for community consultation to ensure assets are providing for the needs of migrants; and analyse/ identify gaps in community offers.
- l) To attend steering group meetings or other relevant meetings as required, including administration and secretariat functions on an agreed basis.
- m) To collect and collate data about participation in activities and projects with the aim of showing impact of sector activities

3. Value for Money

A key driver for the Project's sustainability must be the consideration of all aspects of value for money. All employees must contribute to this concept through:

- Effective role fulfilment.
- Effective joint working and integration.
- Continual evaluation of personal performance
- Promotion of energy saving and cost reduction
- Maximising accessibility

Person Specification:

Criteria	Essential	Desirable
Experience		
Experience of collaborative working with a range of stakeholders	X	
Experience of working in a voluntary sector environment	X	
Experience of administration work in a team setting	X	
Understanding of evidence-based approach to evaluation of activity		X
Understanding of issues affecting migrants and approaches to integration/cohesion		X
Skills and specialist knowledge		
Good research skills	X	
Excellent time management, administrative and organisational skills	X	
Good level of numeric ability	X	
Good working knowledge of Microsoft Office	X	
Ability to use databases for input and record keeping	X	
An understanding of the principles surrounding data protection and confidentiality	X	
Good working knowledge of social media platforms / electronic communications	X	
Experience/understanding of asset based approaches e.g. asset mapping, community engagement		X
Awareness of the Indicators of Integration framework		X
People Management / Relationships		
Ability to work effectively and sensitively with people from a wide variety of backgrounds and with different needs; including those whose first language is not English.	X	
Effective listening, communication, social and interpersonal skills	X	
Good understanding of customer care including attitude and skills towards funders, supporters, service users and wider stakeholders	X	
Education/Training and Qualifications		
Educated to degree level or equivalent		X
Professional qualification in relevant field		X
Experience of working within the voluntary sector		X
Personal Qualities		
Ability to work on own initiative and be part of a team	X	
Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role	X	
Ability to work on own initiative, self manage time and priorities to meet challenging targets and deadlines	X	
Good awareness, understanding and commitment to good practice in equality, diversity and inclusion.	X	
A full clean driving licence with access to a car		X