

Job Description

Job Title : Regional Integration Co-ordinator



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Grade: G3

Reports To: Communities Manager

Overall Job Purpose

To deliver activities, as directed, supporting the implementation of Scottish Refugee Council's New Scots Integration: Rights and Communities project in specific regions across Scotland. This project, funded by the Asylum, Migration and Integration Fund (AMIF), seeks to ensure that refugees are effectively integrated into Scottish society and able to achieve their goals and have their needs met; while communities are supported and prepared to welcome refugees and involve them in community life. The project addresses the AMIF National priority of activities to assist in the integration of refugees at a national, local and regional level.

Key Responsibilities

- In your role of Regional Integration Co-ordinator for your designated area you will be responsible for researching, contacting and mapping:
 - all refugee community groups
 - organised receiving community groups
 - 3rd sector groups interacting with refugees
 - faith based groups, via contact with the National Faith Based Group Co-ordinator
 - Local Authority refugee support structures in your designated area
- To establish an information flow between yourself and groups in your designated area to ensure awareness of integration activities, opportunities to interact etc. This integration activity is to be recorded and entered on the on-line Digital Platform
- To provide support and advice to groups in your designated area using Scottish Refugee Council Helpline, Integration Services and Communities team as sources of information, advice and assistance
- To organise and deliver integration and capacity building training to targeted groups in your designated area, complying with the Standard Operating Procedure for training delivery, evaluation and recording
- To contribute to the small grant funding element of the project by:
 - raising awareness in your designated area of the scheme and its selection criteria
 - providing information sessions and fund application assistance as required
 - provide feedback to unsuccessful applicants
 - support, assist co-ordination of successful events if required
 - monitor and evaluate funded events

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- To co-ordinate, in conjunction with the National Faith Based Group Co-ordinator, the delivery of Sharing Lives, Sharing Languages (SLSL) projects in your designated area. Each SLSL project will run for 12 months and you will contribute to the evaluation of its effectiveness at the end of the project
- To support the National Faith Based Group Co-ordinator as required to help establish and co-ordinate the Holiday Sharing Programme in your designated area
- To assist in the planning, co-ordination and delivery of Integration Gatherings in your designated area.
- To contribute to the monitoring and evaluation activities as directed
- To contribute to the data capture, evidence gathering and good practice, recording activities of the project as directed
- To participate in appropriate networks as necessary
- To produce monthly progress reports for the Communities Manager
- To ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.

Other Duties

- Develop skills and undertake responsibilities, which will fulfil the purpose of the role and support the success of the organisation
- Ensure work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Participate in and contribute to organisational/team or external meetings as necessary
- Undertake any other appropriate activities, based on your skills and experience, which may arise during the project.



This project is part funded by the EU Asylum, Migration and Integration Fund. Making management of migration flows more efficient across the European Union.

Job Specification

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Quality	Essential	Desirable
Education and Training	A sound understanding of the principles and practice of community development	A qualification in community development or equivalent experience
Job Experience & Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Excellent analytical skills • Excellent planning and self-management skills • Good organisational skills • Computer literacy • Sound interpersonal and group work skills • A commitment to anti-discriminatory community work practice • Experience of working effectively across organisations 	<ul style="list-style-type: none"> • Experience of working with refugees, asylum seekers, faith groups and equalities groups in a community setting • Basic knowledge of how to organise communication in languages other than English • Understanding of the role of confidentiality for refugee communities and ability to adhere to it • Knowledge of issues affecting refugees • Ability to recognise sensitivity of situations and to respond appropriately • Experience of managing or delivering learning activities • Ability to motivate and work alongside volunteers
Personal Qualities and abilities	<ul style="list-style-type: none"> • Driving licence and access to car • Ability to work under pressure and work to deadlines • Flexibility and adaptability • Ability to develop and maintain positive relationships with others • Empathy with refugees, asylum seekers, faith groups and equalities groups • Confidence and ability to use own initiative and be a team player 	Awareness of cultural differences

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Quality	Essential	Desirable
Personal Qualities and abilities	<ul style="list-style-type: none">• Ability to respond positively to feedback and to modify performance if required• Ability to learn and reflect on own performance• Think creatively and develop imaginative solutions to problems• Ability to work flexible hours as required, to travel, and to spend occasional nights away from home• Commitment to equality of opportunity and human rights	