

Job Description – Housing Development Officer

Job Title: Housing Development Officer

Reports To: Programme Manager

Overall Job Purpose

Inform and influence housing practice and policy to improve refugee integration in Scotland. This will involve working closely with both operational and policy colleagues and stakeholders to improve refugees' access to housing, and other areas of integration e.g. health.

Key responsibilities

- Work in collaboration with the advice team to ensure the delivery of the Scottish Refugee Council housing development plan and contribute towards the delivery of the Refugee Integration Service operational plan
- Encourage and promote good practice amongst Local Authorities and social housing providers in Scotland.
- Work with COSLA, the Scottish Government and other relevant stakeholders to implement the recommendations/action plan of the New Scots refugee integration strategy.
- Support the Head of Services, Head of Policy and Communication, and other senior staff to influence policy and practice - including UK and Scottish Government, Scottish Parliament and local authorities.
- Work collaboratively with colleagues, partner agencies and other stakeholders to collate and analyse data and evidence from our direct services and the wider sector.
- Work with statutory and voluntary agencies to inform them of refugee rights to influence their service provision to refugees and maximise suitable housing outcomes for refugees' integration in Scotland.
- To produce effective, user-friendly, comprehensive, accurate briefings and information on housing issues that affect refugees for a range external stakeholder.
- To represent the organisation externally at relevant meetings, fora and events.
- Contribute to and deliver training and capacity building activities with external agencies and organisations providing relevant services to refugees.

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- To keep abreast of all immigration, refugee and housing related legislation, policy changes and practice and its impact on housing in Scotland.
- Inform the development of management information systems to enable the service to be monitored and evaluated.
- To collect and analyse data (quantitative and qualitative e.g. case studies) and other evidence to identify issues/ trends to support our policy and advocacy work and to enable our clients to exercise their rights more effectively
- To contribute to the evaluation and monitoring of delivery of our refugee integration service approach to refugees and demonstrate outcomes as set by funders.
- To work with researchers and other learning partners to identify actions from our learning in the delivery of the holistic integration model and identify possible changes to adapt the model of delivery
- To supervise and support the Peer Development Coordinator and the delivery of the peer to peer project.

Other Duties

- To participate with other staff in all aspects of the development of the work of the organisation.
- To provide regular reports including work plans, as required.
- Participate in and contribute to organisational /team meetings as required
- To work with volunteers and students and develop their skills and abilities.
- To undertake any other duties relevant to the post and the needs of the organisation.
- Undertake continuing professional development and keep abreast of significant legal, policy and practice developments in these areas.
- Undertake any other tasks and duties that are reasonable within the context of the role as agreed with the Programme Manager.

Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree level or equivalent in relevant area e.g. social policy • Ability to manage, motivate and develop a team. 	<ul style="list-style-type: none"> • Postgraduate diploma in housing studies • Educated to Degree level or able to demonstrate equivalent experience in project management.
Job Experience and Skills	<ul style="list-style-type: none"> • Fluency in English (both verbal and written). • Experience of policy development in Scotland • Experience of service user involvement • An in-depth understanding of the integration issues relating to asylum seekers and refugees • Knowledge of housing and homelessness policy and legislation in Scotland. • Knowledge and experience of working with a wide range of housing stakeholders e.g. within Scottish Government, CoSLA, Local Authorities etc. • Ability to represent Scottish Refugee Council in external forums • Excellent written and oral communication skills. • Experience of establishing and maintaining case management systems • Ability to research complex issues and to produce high quality reports • Demonstrable track record in training 	<ul style="list-style-type: none"> • Experience of working with vulnerable groups. • Exposure to policy development in voluntary sector • Knowledge of OISC regulations • Experience of working with interpreters
Personal Qualities	<ul style="list-style-type: none"> • Ability to work with staff and external partners at all levels. • Empathy with refugees • Awareness of cultural differences • Ability to work under pressure, on your own initiative, but also to be part of a team 	

	<ul style="list-style-type: none">• Ability to respond positively to feedback and to modify performance if required• Ability to work flexible hours as required, to travel, and to spend occasional nights away from home.• Sound understanding of equal opportunities• A quick learner who can apply new skills, procedures and approaches.• Good at working with people: listening, confirming understanding, suggesting ideas and solutions, clear and simple explanations, supporting colleagues, patient.• Able to work well on own initiative and as part of a team• Confident when dealing with senior staff• Able to project a positive, smart and professional image• Flexible approach to working hours including occasional weekend hours• A commitment to the work of Scottish Refugee Council and to the principles of equal opportunities	
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