

Job Title: Community Development Officer

Reports to: Community Development Manager

Overall Job Purpose

To deliver projects, as directed, supporting the implementation of Scottish Refugee Council's Strategy 2023-2028. Specifically, the role will help deliver relevant elements of our Strategic Priorities of:

1. Nothing about refugees without refugees
2. Refugees receive consistent quality support
3. Our expertise informs good policy, practice and advice
4. Public opinion supports and welcomes refugees

The specific details of the assigned projects and the role and objectives to be achieved will be documented in the accompanying Project Outline. All projects will constitute part of the Community Development Team's 3-Pillars of our National Community Support Approach – Information and Coordination, Capacity Building and Refugee Voices.

KEY RESPONSIBILITIES

- Provide community development support to grass-roots refugee community organisations (communities of geography. communities of interest. representative forums) to enable them to organise, develop and achieve their aims and goals, as directed.
- Assist refugee organisations to engage with funders and other key organisations to help them in their development.
- Develop, support and facilitate opportunities for meaningful engagement between refugees, communities and decision makers in particularly through Scotland's national strategy for refugee integration.
- Work with refugee assisting groups and organisations across Scotland to identify needs and where possible provide support in response to those needs.
- Undertake appropriate project management – planning, monthly progress reporting, etc. for the assigned project(s).
- Participate in appropriate professional networks as necessary.
- Manage allocated budgets in accordance with organisation policies and delegated authority levels.
- Produce progress and end of project reports for funders liaising with the Community Development Manager and Head of Policy & Communications.
- Participate in the Team's operational planning process.
- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.

Other Duties

- To represent Scottish Refugee Council in a professional manner at all times.
- Undertake all work in accordance with Scottish Refugee Council's policies and procedures.
- Ensure that all health and safety requirements are met in the delivery of the services.
- Undertake training and development activities as required to develop skills and abilities which will enable the post-holder to fulfil the purpose of the role and support the success of the organisation.
- Participate in and contribute to organisational/team meetings as required
- Provide cover for Team as appropriate.
- Provide reports for senior staff and management as required.
- To provide appropriate support to volunteers, interns and student placements as required.
- Undertake any other appropriate duties as requested.

Quality	Essential	Desirable
Education and Training	• A qualification in community development or equivalent experience • An understanding of the principles and practice of community development	
Job Experience & Skills	• Excellent communication skills, both written and verbal • Excellent analytical skills • Excellent organisational and self-management skills • Basic project management skills • Good computer skills (Email / Office / Teams) • Group/meeting facilitation skills • Sound interpersonal and group work skills • A commitment to anti-discriminatory community work practice • Experience of working effectively across an organisation • Experience of delivering training courses	• Experience of working with refugees in a community development setting • Basic knowledge of how to organise communication in languages other than English • Knowledge of issues affecting refugees • Ability to recognise the sensitivity of situations and to respond appropriately • A proven track record of working in an anti-discriminatory way with marginalised groups
Personal Qualities and Abilities	• Ability to work under pressure and work to deadlines • Ability to lead conversations to achieve desired outcomes in group situations • Confidence and ability to work remotely • Confidence and ability to use own initiative and be a team player as required • Ability to develop and maintain positive relationships with others	• Awareness of cultural differences

	• 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 • Flexibility and adaptability, particularly to work flexible hours as required, to travel, and to spend occasional nights away from home • Empathy with refugees, asylum seekers, faith groups and equalities groups • Thorough understanding and commitment to equality of opportunity and human rights	
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