

Job Description – Regional Integration Coordinator

Job Title: Regional Integration Coordinator

Reports To: Community Development Manager

Overall job purpose:

The Regional Integration Coordinator plays a key role within the Community Development Team's 3-Pillar National Community Support Approach (Information and Coordination, Capacity Building and Refugee Voices), specifically the Information and Coordination pillar.

Working within a designated region of Scotland, the role focuses on strengthening partnerships, supporting coordination of local and regional integration activity, understanding local needs, and promoting good practice. The postholder will act as a key connector between refugee-led organisations, community groups, statutory services, and national partners, ensuring that Scottish Refugee Council's expertise, resources, and support are shared effectively across Scotland.

Key responsibilities:

- Build and maintain links with and between refugee-assisting organisations and other stakeholders, in the designated area, to share knowledge, information, funding opportunities and good integration practice.
- Contribute to the national online resources for refugee-led and refugee-assisting organisations, New Scots Connect (i.e. the Map and Forum) and New Scots website by:
 - being aware of the resources and sign-post organisations to them
 - promoting New Scots Connect map, forum and New Scots website to be the central repositories for all refugee related information to both refugee-led and refugee-supporting organisations
 - promote sign up as a means of sharing current information, opportunities and practices
 - monitoring of the Forum, researching/responding to questions and addition and removal of items.
- Develop, facilitate and participate in local and regional community integration networks to co-ordinate local integration services and activities.
- Contribute to the data capture, evidence gathering and good practice by recording activities.
- Present and promote positive stories of our work and services by providing feedback from relevant stakeholders regarding their experiences.
- Organise Learning Exchanges on different aspects of integration and producing an evaluation report to document lessons learnt and capture challenges and barriers.
- Support refugee-led and refugee-supporting organisations to be sustainable, effective organisations delivering integration activities across Scotland by assisting with the roll-out of the Building Stronger Community Organisations (BSCO).
- Participate in appropriate practitioner networks as necessary.
- Produce monthly progress reports for the Community Development Manager to the agreed schedule.

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- Ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams to ensure the effective delivery of the funded activities.

Other Duties

- Ensure work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures.
- Ensure that all health and safety requirements are met.
- 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 appropriate support to volunteers, interns and student placements as required.

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Quality	Essential	Desirable
Education and Training	• An understanding of the principles and practice of community development	A community development qualification
Job Experience and skills	• Excellent communication skills, both written and verbal • Excellent analytical skills • Excellent organisational and self-management skills • Good computer skills (Email / Office / Teams) • Group/meeting facilitation skills • Sound interpersonal and group work skills • 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	• A commitment to anti-discriminatory community work practice • 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 • Ability to respond positively to feedback and to modify performance if required • Ability to learn and reflect on own performance	• Awareness of cultural differences • Driving licence and access to car

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	• 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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