

Job Description and Person Specification

Role: Project Support Officer Resettlement



Job Description

Job Title	Project Support Officer Resettlement	Proje
Grade	5	
Service	Migration Team	
Reports to	Project Manager Resettlement	
Location	One Friargate, Coventry	
Job Evaluation Code	Y5789D	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

1. To support the Project Manager in delivering the City Council's migration policy in accordance with the City Council's vision and values.
2. To deliver migration related project work as delegated by the Project and Programme Manager.
3. To act as ears and eyes gathering local intelligence and information to inform Council's work and input into other forums including West Midlands Strategic Migration Partnership.
4. To establish networks and build partnership to deliver the agenda of Migration in the city.
5. To support the Project and Programme Manager in any other designated work as appropriate.

Main Duties & Key Accountabilities

Core Knowledge

- To support the Head of Libraries, Advice, Health and Information, the Programme Manager, the Project Manager as well as other key stakeholders across City Council in the strategic direction and management of migration policy for the City.
- Contribute to the success of the Libraries and Migration Service by contributing as a team member providing intelligence to the Project Manager and ensuring that issues of integration and support for migrants and newly arrived communities are raised as appropriate.
- Gather, streamline and analyse Asylum Seekers Data for the city to create an understanding of the trends and patterns on Asylum Dispersal.
- Provide a key resource within the City Council for partner agencies in both the statutory and voluntary sector to utilise, so as to inform and shape practice in the City around the needs of migrants.
- Represent and support the Project Manager at meetings with stakeholders, Elected Members, and senior managers within the Council.
- Advise and support the Project Manager and other relevant senior managers in operational planning, performance management, presentations, written reports and strategy documents as required.
- Support the Project Manager in monitoring any contracts or agreements related to migration issues that the City Council enters into with the Home Office or other Government department. Ensure that appropriate sub-contracts with local providers are in place and are managed accordingly.
- Support the Project Manager in carrying out research, compile reports and project manage pieces of work on behalf of the service, ensuring work is progressed, co-ordinated and completed within timescales.
- Research, Identify and apply for funding opportunities related to asylum seekers, refugees and newly arrived communities. Where appropriate, assist partners/community groups to make such applications for funds which support the City Council's vision and values.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Coventry Refugee and Migrant Centre Foleshill Women Training St Francis Church of Assisi	Internal Housing Department Family Hubs Social Care
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A

Person specification

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Knowledge	
Understanding and knowledge of issues affecting Asylum Seekers, Refugees and Migrants	
Knowledge of funding streams and opportunities available to support Asylum Seekers, Refugees and Migrants	
Understanding of the different types of migrants and immigration routes	
Basic knowledge of laws and regulations around immigration.	
Knowledge of the business of City Council departments and other public services including police, voluntary, community and private sector organisations.	
Skills and Abilities	
Able to communicate clearly both verbally and in writing, adapting style to suit the audience	
Excellent interpersonal skills including the listening to and establishing empathy with local communities.	
Ability to research and identify issues affecting specific local communities.	
Ability to develop, organise and deliver events and projects	
Able to deal positively with conflict and conflicting community demands, and work to avoid situations escalating	
Able to generate, collate and analyse data and intelligence regarding local needs and make recommendations to service providers	
Experience	
Work with a wide range of partners to develop effective and innovative partnerships	
Building connections and working with migrant communities to understand local need and gather neighbourhood intelligence to influence service provision	
Building cross sector partnerships between agencies such as voluntary and community organisations, local service providers and private sector organisations to improve services for migrants in the city.	
Writing small funding applications	
Qualifications	
Relevant degree or equivalent experience.	

Candidate must have good literacy and numeracy skills, in writing letters, reports and constructing funding bids.

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Undertake evening, weekend and early morning work.

Date Created	September 2023	Date Reviewed	March 2024
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