

# Job Description

## Job Title: Participation Officer



**Job Title:** Participation Officer

**Grade:** G4

**Reports To:** Community Development Manager

### Overall Job Purpose

To deliver activities, as directed, supporting the implementation of the *Integrating Unaccompanied Asylum Seeking Children into Scottish Communities* project; and to support the implementation of Scottish Refugee Council's Community Strategy in relation to separated children (unaccompanied asylum-seeking and trafficked children and young people). This Strategy seeks to ensure that:

- Refugee communities are strong, influential and have a voice, and are supported to develop social connections and meaningful engagement with decision makers
- Receiving communities are welcoming and informed, and refugees are welcomed into their communities
- Community practitioners in Scotland have increased knowledge and understanding of working with refugee and receiving communities
- Refugees in Scotland inform the priorities of Scottish Refugee Council.

### Key Responsibilities

- To work directly with unaccompanied children to identify appropriate and accessible ways for them to participate in integration activities designed to help them understand and exercise their rights;
- To organise and deliver activities and events (e.g. youth conferences, volunteering opportunities etc.) that support unaccompanied children to build social connections with each other (bonds) other young people in Scottish communities (bridges) and with institutions (links) such as Scottish Government, local authorities;
- To work closely with the Aberlour project team to ensure effective communication is established and maintained throughout the project; and project deliverables and required evidence and reporting produced to the project timetable;
- To ensure that UASC are able to contribute to decision making, policy making and service planning which affects them in an informed and supported way by:
  - supporting young people to have a voice collectively (and individually) in a structured way on issues that matter to them as well as supporting young people's ad hoc involvement in consultations, etc.;
  - Supporting young people to play an audit role to the service;
  - Co-producing materials with young people to inform them of their rights / support services provided.

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- To work with the Communities Team to utilise their existing knowledge and experience of communities throughout Scotland.
- To support young people to engage publicly in the media and public, ensuring informed consent;
- To participate in the operational planning process and ongoing involvement in the co-ordination of the fortnightly participation group and activities;
- To spend allocated budgets in accordance with organisation policies and delegated authority levels;
- To produce reports for funders liaising with the Children' Policy Officer, Aberlour Service Manager and Head of Policy, Communications & Communities;
- To participate in appropriate professional networks as necessary;
- 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
- Provide reports for senior management and board
- Provide cover for line manager as appropriate
- Undertake any other appropriate duties as required.

# Person Specification

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| Quality                          | Essential   | Desirable   |
|----------------------------------|---|---|
| Education and Training           | <ul style="list-style-type: none"> <li>• A qualification in community development, children’s rights or equivalent experience</li> <li>• A sound understanding of the principles and practice of community development or children’s rights</li> <li>• Fully PVG registered</li> </ul>  | <ul style="list-style-type: none"> <li>• A UK professional community development qualification</li> </ul>   |
| Job Experience & Skills          | <ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Excellent analytical skills</li> <li>• Excellent self-organisational skills</li> <li>• Excellent event management skills</li> <li>• Experienced on using Microsoft Office (Word, Excel, Powerpoint)</li> <li>• Sound interpersonal and group work skills</li> <li>• A commitment to anti-discriminatory community work practice</li> <li>• Experience of working effectively across an organisation and partnership</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of working with refugees in a community development setting</li> <li>• Basic knowledge of how to organise communication in languages other than English</li> <li>• Knowledge of issues effecting refugees</li> <li>• Ability to recognises sensitivity of situations and to respond appropriately</li> <li>• Basic knowledge of how to organise communication in languages other than English</li> <li>• A proven track record of working in an anti-discriminatory way with marginalised groups</li> </ul> |
| Personal Qualities and abilities | <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Empathy with refugees</li> <li>• Ability to provide leadership and be a team player</li> <li>• Ability to respond positively to feedback and to modify performance if required</li> </ul>  | <ul style="list-style-type: none"> <li>• Awareness of cultural differences</li> </ul>   |

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| Quality                          | Essential  | Desirable |
|----------------------------------|--|-----------|
| Personal Qualities and abilities | <ul style="list-style-type: none"><li>• Ability to learn and reflect on own performance</li><li>• Think creatively and develop imaginative solutions to problems</li><li>• Ability to work flexible hours as required, to travel, and to spend occasional nights away from home</li><li>• Thorough understanding of equality and equal opportunities</li></ul> |           |