**North Glasgow Integration Network SCIO**

**Job Description & Person Spec – Integration Development Worker**

**Job Title:** **Integration Development Worker**

**Salary: £27,804 p.a. / 35 hours per week**

**Reports to: NGIN Board of Trustees**

**Responsible to: NGIN Board of Trustees**

**CLOSING DATE: 5pm on Friday 24th September 2021.**

***This post is funded until March 2023. Continuance is dependent on further project funding being secured beyond 2023.***

**We are looking for an enthusiastic and experienced worker to lead, develop and enhance the service provided by North Glasgow Integration Network (NGIN) in North Glasgow.**

**What is our main objective?**

The main objective of NGIN is to listen to the needs of asylum seekers and refugees who are located in specific North Glasgow communities and, in collaboration with partner agencies, to offer as much support as possible to raise awareness of the services available, to help them to feel safe, to have the confidence to do their best to integrate with the host community and to have an improved quality of life.

**Overall Job Purpose**

The post holder will work closely with North Glasgow Integration Network staff and partner agencies to coordinate and develop a programme of integration activities to promote integration and settlement, focussing on the needs of refugees and asylum seekers in the Springburn, Sighthill, Balornock, Barmulloch, Royston and Milton communities in North Glasgow.

**Key Responsibilities**

* Consider needs and opportunities in the area for community integration activities and help develop relevant opportunities.
* Develop on-going relationships with funding organisations and prepare and maintain funding applications to Glasgow City Council. Identify new funding opportunities for agreed programmes of integration activity and submit applications.
* Provide a written report on the ongoing progress of the project’s work and of the effectiveness of the current integration programme to the NGIN Board of Trustees on a regular basis.
* Be responsible for the management and support & supervision of other NGIN staff and volunteers.
* Liaise with nominated Trustees on a regular basis to ensure smooth delivery of all services provided.
* Distribute relevant information on a regular basis to partner organisations and other interested bodies in the locality and in the asylum field.
* In consultation with service users and NGIN stakeholders, plan, co-ordinate and develop a programme of integration activities in the designated areas in line with Glasgow Communities Fund (GCF) requirements.
* Organise/co-organise events and training as agreed with the Board including the arrangement of a monthly Network meeting and for the Annual General Meeting (AGM).
* Collate information about NGIN activities and produce an annual report.
* Participate in and contribute to relevant forums, meetings and relevant sub-group meetings. This includes arranging a monthly Network meeting and liaising with the NGIN Board on an agenda and minutes.
* Encourage representation at Network meetings from local residents, organisations and agencies to ensure the widest possible involvement and active contribution of all involved in the business of NGIN.
* Attend, as required, local and citywide networks and forums relevant to the activity of NGIN, e.g. Integration Networks Forum, Third Sector Engagement Forum, Destitution Network etc.
* Promote the work of NGIN in the community and citywide.
* Undertake any other reasonable duties as requested by the Board.
* Be prepared to work flexible hours as occasional evening/weekend work may be required from time to time to deliver project outcomes, by mutual arrangement with NGIN Board of Trustees.

**Person Specification**

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| **Quality** | **Essential** | **Desirable**  |
| Education & Training | * Community Learning Development Qualification, BA Community

Development | * Previous experience as a development worker
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| Job Experience & Skills | * Awareness of asylum and refugee issues & policy in the UK and the role played by Third Sector organisations in supporting these client groups
* The ability to work effectively in a multi-cultural setting and a commitment to the principles of equal opportunities
* The ability to develop effective working relationships with a wide range of individuals and organisations.
* The ability to take a strategic approach to identifying areas of concern, assessing needs and working with stakeholders to plan towards meeting these needs.
* Experience of engaging strategically with organisations and assisting them in the delivery of a complex programme of activity through multi-agency partnership working.
* Experience of preparing funding applications and maintaining relationships with funding bodies
* The ability to monitor activities and expenditure.
* Create, manage and maintain reports and ensure all relevant documentation is completed to the highest standards, within agreed timescales.
* Good communication skills (both written and verbal)
* Good IT skills and a knowledge of Microsoft packages
 | * Experience of working with vulnerable groups, individuals and families
* A demonstrable awareness of the level of discrimination faced by asylum seekers/refugees in the UK and a strong commitment to improving the quality of support and services they receive.
* Experience of organising events.
* Experience of working independently with minimal supervision.
* Experience of working closely with a Board or Management Committee.
* Experience of managing a substantial budget.
* Experience of managing a small staff team.
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| Personal Qualities | * Strong interpersonal and organisational skills.
* Ability to work on own initiative and as part of a team.
* Ability to observe professional boundaries.
* Commitment to equality, diversity and inclusion.
 | * Willingness to travel on occasions to other locations within Scotland to promote NGIN if requested.
* Clean driving licence holder.
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