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| **Job Title**: | Community Development officer (Perth and Kinross) |
| **Reports To:** | Community Development Manager |

## Overall Job Purpose

To deliver projects, as directed, supporting the implementation of Scottish Refugee Council’s communities strategy. The objective of this role is to help relocated individuals to build the necessary social connections to achieve community integration by linking and facilitating contact with already existing refugee-assisting organisations and refugee-led groups.

Specifically, this role will support the *Afghan Locally Employed Staff (LES) Relocation Scheme* service for Perth and Kinross Council (P&K). The service will complement the work of the Local Authority and the Home Office and will ensure that people resettling in Perth & Kinross have the best possible introduction to life in this area. This is a multi-agency Service and all Parties involved will be committed to the principle of meeting the needs and aspirations of relocated individuals in every aspect of service delivery.

# Key responsibilities

* Engage with and prepare refugee assisting groups and organisations, as well as established Afghan groups to support the relocated individuals;
* Collaborate with P&K support staff and other statutory and voluntary agencies to establish service users needs and maintain regular contact with the Council; and
* Understand the services offered by the organisation including access to the Help Line and the Community Digital Champion network.
* Signpost individuals to the relevant support services and information available to them from within the community;
* Provide individual support when sign-posting and community support cannot be obtained;
* Encourage individuals to become active residents of Perth & Kinross, to connect to a supportive community and to use their skills to enrich the communities in which they live; and,
* Encourage individuals to use their developing English language skills in social settings and in their engagement with the wider community.
* 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 as appropriate;
* Undertake any other appropriate duties as required.
* Any other duties relevant to the needs of the organisation and as directed

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| **Quality** | **Essential** | **Desirable** |
| Education and Training | A qualification in community development or equivalent experience  A sound understanding of the principles and practice of community development | A UK professional community development qualification |
| Job Experience & Skills | Excellent communication skills, both written and verbal  Excellent analytical skills  Excellent organisational skills  Basic word processing skills  Sound interpersonal and group work skills  A commitment to anti-discriminatory community work practice  Experience of working effectively across an organisation | 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 recognises sensitivity of situations and to respond appropriately  Basic knowledge of how to organise communication in languages other than English  A proven track record of working in an anti-discriminatory way with marginalised groups |
| Personal Qualities and abilities | Ability to work under pressure  Empathy with refugees  Ability to provide leadership and be a team player  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  Ability to work flexible hours as required, to travel, and to spend occasional nights away from home  Thorough understanding of equality and equal opportunities | Awareness of cultural differences |