**Job Description: Senior Community Engagement and Advocacy Coordinator**

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| **Salary:**  | £32,066 - £35,316 |
| **Working hours:** | 21 hours per week (hybrid)  |
| **Pension:**  | 5% employer’s contribution |
| **Reporting to:**  | The Welcoming Association’s CEO |
| **Line Management Responsibilities:**  | N/A  |
| **Duration of Project:**  | 2 years from the date of appointment  |
| **Key Working Relationships:**  | **Internal:** Senior Management Team and project coordinators. Please refer to our [organogram.](https://www.thewelcoming.org/about/staff-team/)**External:** Service users, funders, and partner agencies. |

***Please note the tasks below are for a full-time post, and we only expect you to complete 60%, which is equivalent to 3 days.***

**Purpose of the role**

* To work with the CEO closely and lead efforts to empower communities by promoting social cohesion and advancing sustainable development by engaging with the local host community, New Scots, and partners.
* To raise awareness about the key drivers of human displacement and foster community understanding and cohesion in Edinburgh.
* To identify and lobby the needs of smaller refugee communities.
* To provide support and amplify New Scots’ voices to influence policy and decision-making.

**Key Objectives:**

* Foster strong relationships and trust between New Scots and local communities.
* Amplify the voices of smaller refugee communities in policy and decision-making forums.
* Enhance the visibility and impact of the Welcoming Association's Community Engagement and Integration initiatives.
* Raise awareness in the community about the causes of human displacement and the reasons why people leave their homes to become refugees.
* Develop sustainable community-led projects/activities that promote inclusivity and self-reliance.
* Strengthen partnerships to secure resources and support for community cohesion and development.

**Responsibilities and duties:**

* Engage with New Scots to identify their priorities, concerns, and aspirations in alignment with the 2024 New Scots Refugee Integration Strategy.
* Gather intelligence on the unmet needs of smaller refugee communities in Edinburgh.
* By working closely with the CEO, represent the Welcoming Association in lobbying and influencing networks, advocating for equity and inclusive policies.
* Organise and oversee community cohesion activities that bring together local/host communities and New Scots.
* Facilitate community meetings, workshops, and forums to encourage participation and collaboration.
* Develop and implement community-driven projects and initiatives to address identified needs.
* Build strong partnerships with local organisations, government agencies, and businesses to leverage resources and support community development efforts.
* Provide guidance and support to community groups and leaders in implementing sustainable solutions and fostering self-reliance.
* Lobby and advocate for policies and practices that promote equity, social justice, and inclusive development at the local and regional levels.
* Undertake monitoring and evaluation of all activities in the programme.
* Contribute to the preparation of reports to funders.
* Participate in relevant meetings, conferences and training as part of continuing professional development.
* Work as part of the staff team, attending team meetings and participating in supervision.
* Gather narrative and periodic financial reports and send them to the funders of the two projects via the CEO
* In collaboration with the CEO, seek out and secure funding opportunities to ensure the continuation of the programmes the post holder manages.
* Carry out any other duties or projects appropriate to the nature and grade of this post, as requested by the Welcoming Association’s CEO

**Leadership or Supervisory Responsibilities:**

While the role does not initially include direct line management, this may change to include line managing Coordinators as the structure evolves.

**Person Specification (A = assessed at application stage. I = assessed at interview stage)**

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| **Essential** | **Desirable** |
| **Education and Qualifications** |
| You will be educated to degree level or SCQF Level 9 ***(please see*** [***here***](https://scqf.org.uk/about-the-framework/interactive-framework/) ***for more information)*** in Community Development, Social Science, Social Work, or a related field. **(A)** |  |
| **Experience** |
| **Substantial experience of:*** Designing and implementing community engagement strategies, particularly in diverse and multicultural settings. **(A)**
* Familiarity with public policy, especially regarding refugee and migration issues, human displacement, or social justice. **(A/I)**
* Managing projects and initiatives that promote social cohesion, inclusivity, or sustainable development. **(A/I)**
* Strong ability to plan, monitor, and evaluate community-driven programs. **(A/I)**
* Facilitating workshops, forums, or other participatory processes to engage community members and partners. **(A/I)**
* Deep understanding of the challenges refugees, asylum seekers, and host communities face in integration processes. **(A/I)**
* Raising awareness or delivering public presentations on complex social issues, such as human displacement. **(A/I)**
* Strong research skills to identify community needs, gather insights and analyse data to inform decision-making. **(A/I)**
* Navigating sensitive issues with diplomacy and professionalism. **(A)**
* Preparing reports, briefs, or policy papers to highlight gaps and advocate for necessary changes. **(A)**
 | * Working with marginalised or underrepresented communities, ideally including refugees and asylum seekers. **(A)**
* Advocacy, lobbying, and influencing policy decisions at local or regional levels. **(A)**
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| **Knowledge, skills and attributes** |  |
| * Excellent communication and interpersonal skills, with facilitation skills to engage diverse audiences. **(A/I)**
* Clear written and spoken English and the ability to communicate effectively with those who have English as a second language **(I)** Ability to work positively with people from a wide range of different backgrounds, religions and cultures sensitively and respectfully and to encourage an inclusive approach **(I)**
* Understanding of interagency safeguarding responsibilities and ability to implement these in practice
* Ability to build trust and foster collaboration among stakeholders. **(A)**
* Ability to connect with, inspire and motivate people facing challenges in building new lives in Edinburgh **(I)**
* Good knowledge of community networks and capacity-building support services in Edinburgh **(I)**
* Excellent organisational and planning skills **(I)**
* Excellent and supportive teamwork **(I)**
* Excellent IT skills, including Microsoft Office and social media **(A)**
* Willingness to work flexible hours, including some evenings and weekends, to accommodate organisational needs **(I)**
* Commitment to the vision and the values of The Welcoming Association **(I)**
 | * Ability to speak Arabic, Ukrainian, Russian, Pashtu, Spanish, Cantonese, or Mandarin **(A)**
* Comfortable working in a fast-paced, dynamic organisation, adjusting priorities as needed **(I/A)**
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