

Job Title: Regional Integration Team Coordinator

Reports To: Community Development Manager

Overall Job Purpose

As part of the Communities department this role will co-ordinate the operation of the Regional Integration Coordinator (RIC) Team by directing, collaborating with, motivating and developing the capabilities of the RICs thus supporting the team to provide a quality service which enhances social integration for relocated refugees and asylum seekers across Scotland.

Work elements to deliver the Strategic Priority will be a mixture of funded project work and internal initiatives which augment or evolve the NewScots Connect physical and logical network of support to refugee-led and refugee-assisting organisations across Scotland involved in delivering services to refugees and asylum seekers.

Key Responsibilities

- To establish and maintain active, collaborative relationships with the groups and organisations in your designated region, i.e.:
 - all refugee community groups,
 - organised receiving community groups,
 - 3rd sector groups interacting with refugees,
 - faith based groups, and
 - local Authority refugee support structures.
- Help promote collaboration particularly, the empowerment of individuals and groups to deliver sustainable services and enhance their integration;
- To establish and maintain an information flow between yourself and groups and organisations in your designated area to ensure awareness of integration activities, opportunities to interact etc. This integration activity is to be recorded and uploaded on the on-line Digital Platform;
- To provide support to groups and organisations in your designated area using your knowledge of local capabilities and the Communities team as sources of information and assistance;
- To provide advice to groups and organisations in your designated area by sign-posting to Scottish Refugee Council Helpline and Integration Services;
- To organise and deliver integration and capacity building training to targeted groups in your designated area;
- To contribute to any small grant funding schemes, as required. Support may require defining scheme purpose and criteria, as well as identifying evaluation panel members, training them and/or sitting on evaluation panel;
- To organise and hold regular Learning Exchanges on issues important to the

integration of refugees to identify challenges and spread good practice;

- To assist in the planning, co-ordination and delivery of Integration gatherings in your designated area, as required;
- To contribute to the monitoring and evaluation of refugee organisation project and activities as directed;
- To contribute to the data capture, evidence gathering and good practice recording activities of the projects undertaken by organisations as directed;
- To participate in appropriate networks and meetings as necessary;
- To produce monthly progress reports for the Communities Manager;
- To ensure effective communication and consultation with staff and volunteers and maintain strong links with other teams.

Management and Supervision

- Manage, motivate and provide guidance and support to staff through regular contact, personal availability, team meetings, regular supervision;
- Ensure effective communication and consultation with staff and maintain strong links with other teams.

Other Duties

- Maintain any agreed Quality Standards and Team Standards in a consistent manner and across all functions of the team;
- In the interests of service users and in line with professional standards, to develop good working relationships with internal and external services and organisations;
- To represent Scottish Refugee Council in a professional manner at all times;
- Undertake training and development activities as required to develop skills and abilities which will enable the post-holder to fulfil the purpose of the role and support the success of the service and the organisation;
- Participate in and contribute to organisational/team meetings as required;
- Provide reports for senior staff and management as required;
- To provide appropriate support to volunteers as required;
- Ensure that all health and safety requirements are met in the delivery of the services;
- Ensure that all work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures;
- Undertake any other appropriate duties as requested; and,
- Occasionally work out of hours as requested.

Quality	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> • A sound understanding of the principles and practices of community development. • Ability to coordinate, motivate and develop a team. 	<ul style="list-style-type: none"> • Educated to Degree level or able to demonstrate equivalent experience in project management.
Job Experience	<ul style="list-style-type: none"> • Experience of managing both full-time and part-time and remote staff • Experience of working with people whose first language is not English • Experience of developing and delivering training • Experience of working with refugees, asylum seekers, faith groups and equalities groups in a community setting • High level of accuracy and attention to details. • An understanding of the importance of confidentiality and impartiality 	<ul style="list-style-type: none"> • Experience of working with vulnerable groups.
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills in English and ability to produce reports to a high standard • Strong administrative skills • Strong IT skills including Microsoft Teams and Zoom • Ability to work in high pressure situations in a rapidly changing environment and respond effectively by adjusting priorities, practices and procedures • Strong Interpersonal Skills including an awareness of cultural differences 	<ul style="list-style-type: none"> • Basic knowledge of how to organise communication in languages other than English • Knowledge of issues affecting refugees • Ability to recognise sensitivity of situations and to respond appropriately • Experience of managing or delivering learning activities

Quality	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Work well as a member of a team • Ability to work on own initiative • Ability to work under pressure and work to deadlines • Flexibility and adaptable • Empathy with refugees and commitment to the aims of the organisation 	
Other	<ul style="list-style-type: none"> • Empathy and understanding with equal opportunities policy and practice 	