

JOB DESCRIPTION

PROGRAMME OFFICER

EAST MIDLANDS STRATEGIC MIGRATION PARTNERSHIP

1. Purpose of Role

- a) You will assist with the co-ordination of the East Midlands Strategic Migration Partnership's responsibilities for the delivery of Asylum and Refugee Resettlement programmes in collaboration with key regional partners.
- b) The role will focus on supporting wider policy development and the co-ordination and delivery of research, evaluation and capacity building.
- c) The ideal candidate will have experience of project management, interpreting data and information, and possess excellent organisational, administrative and IT skills. Using your initiative and displaying effective communication and interpersonal skills that engage the trust and confidence of external stakeholders is vital.

2. Main Duties and Responsibilities

- a) Coordination and delivery of regional project and programme evaluation.
- b) Co-ordinating and arranging the training programme associated with project delivery.
- c) Provide assistance and advice to local authority and voluntary sector partners in the region on the development of regional projects and initiatives relating to asylum and refugee resettlement in the East Midlands, including the Controlling Migration Fund and ESOL.
- d) Carry out research, data collection and analysis and assist with project development work and projects.
- e) Ensuring the project website(s) and associated social media is updated and remains relevant.
- f) Prepare briefings and maintain web-based information and other communications materials.

- g) Provide administrative and wider governance support to the Regional Coordination Team and the project board.
- h) Develop, support and contribute to meetings and task groups within the region.
- i) Work effectively with other relevant organisations to ensure efficiency, good communications and co-ordination of support.

3. Person Specification

Experience

- a) Relevant work experience, preferably within the public or voluntary sector, of interpreting data and information.
- b) Experience of working with a wide range of partners, including councillors, senior officers, civil servants and voluntary sector agencies.
- c) Understanding of relevant policy and legislation frameworks.
- d) Experience of politically-led decision making structures.
- e) Experience of providing briefings and draft submissions for high level meetings.
- f) Record of achievement in partnership development and management.
- g) Experience of interpreting data and trends to illustrate and identify strategic priorities.
- h) Experience of project and programme co-ordination and delivery.
- i) Experience in managing priorities to meet deadlines.

Skills & Qualifications

- a) Degree level education or significant work experience in the migration and/or related policy environment.
- b) Ability to research information using a range of methods.
- c) Highly effective interpersonal, written and oral communication skills.
- d) Ability to reason and evaluate numerical and verbal information.

- e) Good organisational skills.
- f) Effective IT skills across a wide range of applications.
- g) Project co-ordination and/or management with the ability to prioritise own workload and work to tight deadlines.
- h) Integrity and confidentiality on sensitive matters of national and local importance.
- i) Ability to work under own direction and initiative.
- j) Ability to provide and present high quality advice and information.

----- **END** -----