Newcastle City Council

Job Description

Newcastle City Council

Directorate:	People Directorate
Division:	Inclusion, Commissioning and Procurement
Post Title:	Active Inclusion Officer, City of Sanctuary (AA3622)
Evaluation:	523 Points Grade: N07
Responsible to:	Asylum and Migration Coordinator
Responsible for:	N/A
Job Purpose:	To support the development, coordination and evaluation of Active Inclusion Newcastle. This will include supporting partnerships and associated protocols, monitoring and evaluating interventions, coordinating the access to resources, developing training and information and securing quantitative and qualitative data to inform the commissioning process.
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1.   To co-ordinate the delivery of AIN

2.   To maintain and contribute to the development of IT based systems to support the delivery of AIN.

3.   To provide advice, guidance and support in respect of AIN protocols and systems as appropriate.

4.   To develop, maintain and deliver, a range of communications including training programmes, information, reports, web-pages and briefings

5.   To contribute to the development of the Newcastle Future Needs Assessment and Homelessness,Financial Inclusion and City of Sanctuary strategic approaches

6.   To develop and support the delivery of outcome focused partnerships such as the Newcastle Homelessness Forum,Newcastle Debt and Advice Compacts, the Cross Council Migration Group and City of Sanctuary approach.

7.   To monitor the value for money and effectiveness of commissioned services and contribute to contract compliance.

8.   To contribute to meetings, working groups and activities as required, including the provision of reports and business information.

H:\Wellbeing Care & Learning\Adults\Active Inclusion Officer JD.doc
Last saved on: 28/06/2018
Document created by Purdon, Helen
Document last saved by Purdon, Helen   1

9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

H:\Wellbeing Care & Learning\Adults\Active Inclusion Officer JD.doc
Last saved on: 28/06/2018
Document created by Purdon, Helen
Document last saved by Purdon, Helen   2