

## **Person Specification**

Active Inclusion Officer – City of Sanctuary

### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### **Essential**

- Knowledge of the UK asylum system, Refugee Resettlement programmes and strategies to support refugee integration.
- Ability to translate policy aspirations into measurable difference by developing and delivering an effective work programme
- Experience of facilitating end user engagement to improve service delivery
- Experience of working successfully in partnership with a range of stakeholders, including statutory services and the voluntary and community sector.
- Experience of producing and analysing a range of business information, and data, and presenting in appropriate formats.
- Ability to develop and deliver training events and produce materials to promote understanding of asylum/refugee issues.
- Ability to update and maintain Newcastle's City of Sanctuary on-line presence.
- Commitment to making a demonstrable difference to the lives of refugees and asylum seekers and promoting equality in all areas of service delivery.
- Ability to account for financial resources in accordance with the Council's financial rules and practice.
- Ability to use initiative, and prioritise work to meet deadlines.
- Ability to work autonomously and as part of a team.
- Excellent communication skills, both verbal and written, at a range of levels

### **Part B**

The following criteria will be further explored at the interview stage:

- Points listed within the essential criteria in Part A
- Experience which will be relevant to the specific role of the required individual