

EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

JOB DESCRIPTION

JOB TITLE	Regional High Skills Refugee Employment Adviser, Asylum Migration Integration Fund (AMIF) Well-being & Work for Refugee Integration Project
JOB GRADE	SCP 27 to 31 (£31,346 - £34,728)
REPORTS TO	AMIF Project Manager
DURATION	Fixed term contract 1 March 2022 – 31 December 2022

JOB PURPOSE

To assist in delivering the AMIF project in line with the agreed business plan and the requirements of the UKRA who monitor the project delivery on behalf of EU funders. Providing support to local Employment Advisers needing assistance with highly skilled refugee clients looking to resume the profession they practiced overseas in the UK.

PRINCIPAL ACCOUNTABILITIES

1. To liaise with local Employment Advisers in the 6 counties of the East of England to identify professionally qualified refugees who need advice and guidance to be able to find employment that reflects their professional qualifications and their English ability.
2. To develop advice and guidance materials to explain the routes to requalification needed for the ten most common professions refugees present with, including details of funding sources for refugee students. To share these resources with the local employment advisers and other relevant regional and national networks.
3. To recruit and manage professional mentors to provide one to one advice for individual beneficiaries on their journey to employment.
4. To work with regional ESOL Coordinator to recommend suitable ESOL courses for beneficiaries as required.
5. To work with Job Centres, the AMIF Employer Liaison Officer and other relevant partners to find interim work opportunities (paid or voluntary, of any duration) to



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improve beneficiaries' CVs whilst they work on improving their English or other Skills.

6. To contribute to monthly report AMIF Project and Employment Adviser meetings to report on outcomes.
7. Such other similar policy/research/communications activities as may from time to time be required

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PERSON SPECIFICATION

Regional High Skills Refugee Employment Adviser - Asylum Migration Integration Fund (AMIF) Project

EDUCATION AND TRAINING

- An Honours Degree or equivalent qualification appropriate to the post is desirable

WORK EXPERIENCE

- At least 3 years recent experience of work within the public sector, further or higher education, or refugee support organisation in UK or overseas.
- Relevant recent experience of providing employment and careers advice to graduates and / or overseas students, migrants, asylum seekers and refugees.
- A successful track record of partnership working across all sectors – public, voluntary and private.
- Experience of business planning and monitoring, evaluating and reporting on outcomes.
- An understanding of the legislative framework governing migration in the UK.

SKILLS AND KNOWLEDGE

- Ability to demonstrate an understanding of the issues and challenges faced by refugees needing to re-qualify, in particular experience of working with ENIC, and an awareness of how to source funding for refugee students needing to acquire additional UK qualifications.
- First class interpersonal skills, maintaining good relationships including at senior level with a variety of different groups and interests.
- Very high standard of oral and written skills including persuasion, negotiation and advocacy.
- Ability to analyse and synthesise complicated information and to find creative and innovative solutions to complex problems



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- The ability to manage conflicting priorities and to meet demanding deadlines
- Knowledge of recent developments in central government policy on asylum seekers, refugees and migrant workers
- High-level computer literacy

PERSONAL QUALITIES

- Highly principled and with personal integrity
- Committed to equality of opportunity and social inclusion
- Committed to the concept of mainstreaming asylum, refugee and migrant policy work into other strands of public policy
- An ability to work under pressure
- Decisive and assertive while diplomatic
- Consultative and innovative
- Committed to the development of democratic and accountable processes
- Sound strategic and tactical sense
- Good negotiating skills

SPECIAL REQUIREMENTS

- Ability to work outside office hours if required.
- Ability to travel within the region and throughout UK as required.
- A current driving licence and access to a suitable motor vehicle, or other private means of transport is desirable but not essential.
- Ability to work on own initiative and from a remote work setting/home.



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