

**REFUGEE INTEGRATION MANAGER**

**Full time (35 hours per week; fixed term contract until 30th September 2023)**

**Job Title:** Refugee Integration Manager

**Responsible to:** The Director

**Location:** Newcastle (working across Tyne and Wear).

**Salary:** £27K - £30K

**About North of England Refugee Service (NERS):**

The North of England Refugee Service was established 1989. It is an independent and charitable organisation that exists to meet the needs and promote the interests of asylum seekers and refugees who have arrived or have settled in the North of England.

**About North East RISE (NERISE)**

NERISE is an innovative new partnership between the Home Office, North East Migration Partnership (NEMP), Local Authorities, charities supporting refugees and Bridges Outcomes Partnership. The aim is to improve the initial financial inclusion, housing, employment and wider integration needs of newly granted refugees in the North East region.

The key aims of NERISE are:

* Enable innovative and place-based approaches to supporting newly recognised refugees in selected local areas.
* Improve employment, housing and wider integration needs for newly recognised refugees in the selected local areas and to increase refugee self-sufficiency.
* Generate evidence about what works, to be able to evaluate the impact of funded projects on refugee integration and refugee self-sufficiency.
* Generate cross-government savings.
* Provide evidence to inform future policy, programming and mainstream service delivery.

**Duties and Responsibilities**

The following is typical of the duties the post holder will be expected to perform. It is not exhaustive and other duties of a similar nature may be required from time to time.

* Manage and evaluate NERS’s impact and improve delivery to better achieve outcomes for NERISE clients
* Manage and recruit staff within NERISE.
* Act the main point of contact for external partners and commissioners.
* Create and maintain a network to recruit clients to the NERISE programme and achieve the best outcomes for this group
* Represent NERS at NERISE partnership meetings and external events
* Build cross-project working within NERS to meet the aims of NERS and NERISE.

**Person Specification**

Although training will be provided around some specific aspects of the role, the following is a guide only. Some reasonable flexibility can be exercised with a view to assessing suitable candidates based on previous education, training, employment and current training needs during interview.

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| **Knowledge and experience**  | **Essential:*** Proven track record in project / contract management.
* Experience of working in the third/voluntary sector.
* Financial management and reporting.
* Leading and developing a team.
* Experience of working with vulnerable people within the housing or welfare.

**Desirable:*** Setting up and running systems and processes
* Cross cultural sensitivity and ability to work with clients of wide-ranging nationalities and backgrounds.
* Writing and implementing new (or developing existing) policies/practices
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| **Skills** | * Management skills, including ability to lead, support and motivate others
* Able to build trust and negotiate with a range of stakeholders.
* Excellent oral and written communication skills with the ability to adapt styles to engage with a variety of stakeholders.
* Able to set up systems to capture, collate, analyse and report on operational and financial data/targets.
* Able to solve problems and implement change and improvement in order to bring about strategic objectives.
* A high level of self-motivation, teamwork and managing conflicting priorities.
* Competent IT skills and ability to work independently using a range of applications and software including Microsoft office.
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To arrange for an informal conversation about the role, please contact the Director, Dr Mohamed Nasreldin, at mn@refugee.org.uk

To apply please download and complete the application form from:

Closing date for applications is **5 pm Friday 27th May 2022** with interviews being held on week commencing 30th May 2022.