

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Hong Kong BN (O) Co-ordinator-Migration Schemes	JEID	L0485
Salary Grade:	H		
Team:	Migration		
Service Area:	People		
Primary Location:	Shire Hall / County wide/ Working from home		
Political Restriction	This position is not politically restricted.		
Responsible to:	Development and Improvement Officer		
Responsible for:	Potential supervision of volunteers		

Role Purpose

Co-ordinate and develop support for Hongkongers who have come to the UK via the British National Overseas, (BNO) Visa route to enable them to settle and integrate successfully into life in Warwickshire.

Role Responsibilities

- 1) Develop a project plan that is based on the recommendations and findings of the recent Warwickshire Hong Kong BNO needs assessment and mapping exercise
- 2) Build on existing and establish new mechanisms to continue to develop up to date intelligence of numbers of HK BNOs settling in Warwickshire
- 3) Develop and organise the delivery of online sessions on topics identified as useful by the BNO community-these include: Education admissions/ housing rights/ house maintenance/ UK cultural awareness etc
- 4) Work with the Migration ESOL Co-ordinator and the ESOL Co-ordination Group to develop and improve the ESOL offer to HK BNOs in Warwickshire. Maintain oversight of the DELTA claims to ensure there is no double funding
- 5) Work with the Migration Employment Officer and the WCC Employability and Skills Team to develop employment support in line with need. Maintain oversight of externally funded employment support for HK BNOs (eh Migrant Help/ Coventry Job shop) and facilitate access to this support

- 6) -Work with colleagues at WCAVA and WCC Communities to develop opportunities for BNOs to meet together as a group and/or to meet and develop contacts with their new communities. This could include access to volunteering opportunities/ organising cultural events / links in to activities in the local community
- 7) Signposting – keep up to date with national and local support available, circulating relevant information via mailing list and website
- 8) Manage the email inbox and the website
- 9) Engagement with BN(O)s – Continue to engage with the community to stay up to date around numbers and needs
- 10) Engagement with VCS and partners – continue to engage regularly with our partners at the five district and borough councils, at Coventry City Council, West Midlands Strategic Migration Partnership and within Community and Partnerships at WCC. Good practice sharing is essential to continuing to provide a good quality of service
- 11) Administration and report writing: Complete the quarterly reports to WMSMP as well as any other reports that are requested
- 12) Work with the payments team to ensure that DELTA funding (and any other funding) is claimed in a timely way
- 13) Promote equality of opportunity, inclusion and differentiation in all aspects of the work
- 14) Actively promote Safeguarding, following all policies and procedures to ensure the safety of all learners and other staff and volunteers
- 15) To lead on the development and updating of relevant pages on the Council's web site and Intranet pages.
- 16) To assist Cost Centre Managers with monitoring expenditure, raising orders and processing payments.
- 17) To assist with the preparation for external audits from funding bodies, the Government Internal Audit Agency and other agencies including the collation of evidence (procurement, expenditure, outputs, publicity, etc).
- 18) To assist with the production of evaluation reports for projects and programmes including the collation of client/ partner/ supplier feedback, case studies, performance data and impact evidence.
- 19) To help ensure project records are organised and retained in line with document retention requirements.
- 20) To deputise for other team members when required.
- 21) To undertake any other duties and responsibilities within the range of the salary grade.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A good level of education up to degree level.	A, I, D
Significant work experience in a relevant area	A,I
An enthusiasm and commitment to working with refugees/migrants and supporting their integration in the UK	A, I
Knowledge and understanding of how to overcome the barriers preventing refugees/migrants from accessing work in the UK and the range of approaches that can be applied to support them	A.I
Knowledge and understanding of the rights, entitlements and immigration status of those arriving via the HK BNO route	A,I
Knowledge and understanding of the Hong Kong BNO scheme including an understanding of the cultural and political sensitivities involved	A,I
The ability to enthuse and communicate well with adults from different backgrounds	A, I
Experience of developing and managing projects	A,I
Well developed networking/ partnership working and team work skills including experience of working with volunteers	A.I
Ability to work flexibly and with positivity and creativity to find solutions in an ever changing and unpredictable environment.	A, I
Ability to work independently to achieve relevant targets and produce and present effective and concise written reports	A, I
Ability to travel for the purposes of the job and work flexible hours	A,I
Commitment to equality and diversity and supporting the rights and aspirations of under represented groups.	A, I
An ability to work on own initiative including planning and organising work with minimum supervision.	A, I
An ability to work under pressure including meeting deadlines.	A, I
Able to demonstrate a commitment to actively promoting Safeguarding policies and procedures to ensure the safety of all learners and staff	A,I
Satisfactory check through the Disclosure and Barring service	D

Desirable Criteria

Assessed By:

Bi-lingual -Cantonese/English.		A,I
Fluent written and spoken level in both languages		
A degree in a relevant area.		A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

