

New Scots Project Officer

Job Description and Person Specification



Post Title:	New Scots Project Officer
Salary:	£29,000 per annum, with 8% pension contribution (7% employer, 1% employee) and a wide range of benefits
Duration:	This is a permanent position
Working hours:	35 hours per week
Location:	Glenrothes
Reporting to:	Head of Community Development

As the third sector interface, Fife Voluntary Action has an essential and complex role to play locally: informing, developing, and supporting a diverse, vibrant third sector comprising thousands of organisations, with thousands of employees and tens of thousands of volunteers. We support the development and implementation of public policy, including bringing public and third sector providers together to deliver improved outcomes for the people and communities in Fife.

Main Purpose of Post:

The primary purpose of this new role, in partnership with Fife Council and working with a wide range of local third and public sector partners, is to map and promote services and opportunities to support New Scots in Fife. The postholder will also be aware of regional and national organisations with resources to contribute and to share learning and development opportunities. The postholder will ensure stakeholders (from New Scots through to public sector agencies) come together to achieve positive outcomes for New Scots, regardless of their route to Fife or circumstances. In many cases this will be sign-posting to appropriate services/partners. This post is not about being a key worker for each refugee, asylum seeker or displaced person in Fife, but rather to effectively and efficiently support the majority to prosper and integrate whilst in Fife. This will involve organising events and training, working with partner agencies in Fife and beyond, and supporting FVA to contribute to public policy in relation to New Scots.

We anticipate appointing a highly disciplined, excellent communicator with excellent time management and planning skills. You will have a track record in partnership working, keen attention to detail, ability to drive initiatives on your own as well as work collaboratively with others, building relationships with a wide range of stakeholders.

Main Duties of Post:

1. Work with partners and across communities in Fife to identify New Scots in Fife, collecting basic data to allow a good understanding of the community and their needs;
2. Engage with New Scots, sponsors, hosts, charities and other key stakeholders to identify appropriate services and supports to help meet identified needs;

3. Provide and track sign-posting and referrals to a wide range of services (including, but not limited to housing, employability, learning opportunities etc.) across third and public sectors;
4. Work with public sector partners to provide the best support possible, sharing appropriate data, plan for new arrivals, support planned departures and ensure people are accessing the services they are entitled to;
5. Seek opportunities to support New Scots to integrate in Fife communities, including communities of interest like sports, creative arts, volunteering and paid work;
6. Gather data, intelligence and case studies to promote good news, inform partner plans and improve outcomes for as many New Scots in Fife as practicable;
7. Contribute to local and regional partnership meetings and influence policy, sharing data and information where appropriate;
8. Work with the line manager and local core co-ordinating group to develop a work plan, track and monitor progress and provide reports on a quarterly basis.

Knowledge and skills

Essential requirements:

- Excellent people skills – able to make connections and establish rapport with others, good listener;
- Excellent time management skills – able to prioritise work and balance work commitments whilst meeting organisational/workplan requirements;
- Proven ability to work strategically and achieve greater impact through working with others;
- A track record in partnership working and building relationships across a wide range of stakeholder groups.

Desirable requirements:

- An understanding and knowledge of community development theory, principles, policy and practice, and the role of the third sector;
- Facilitation, advocacy, and mediation skills;
- Knowledge of health and social care issues, mental health, and family safeguarding;
- Evaluation and analytical skills.