

Job Description: Project Officer

Hours: 9 hours per week
Salary: £22,952 pro rata
Job location: One Community Centre, Cromwell Street, Leeds, LS9 7SG
Responsible to: Director

PURPOSE OF THE POST

Leeds Refugee Forum (LRF) is a refugee-led organisation supporting refugees and asylum seekers to settle and establish themselves. LRF brings community members and leaders from refugee and host communities together to develop positive links between communities from many different backgrounds and serves the needs of the community.

The successful applicant will take the lead on the day-to-day delivery of all aspects of the “Community Eagles” project. This is a new and exciting project that will offer basic financial literacy workshops and employability workshops for refugees, migrants and residents living in Leeds.

DUTIES AND RESPONSIBILITIES

- Organise the delivery of workshops including liaising with tutors and signing in project participants and ensuring that relevant materials is available to the participants.
- Undertake outreach work to publicise the project to the targeted communities.
- Undertake three assessments of the project participants to establish participants individual circumstances and needs, ensure participants progress and, if required, signposting to other services.
- Preparing and providing timely reports as required by the project funders.
- Liaising with and maintaining positive working relationships with community partners, organisations and stakeholders to recruit participants.

PRACTICAL REQUIREMENTS

- The post holder needs to be able to travel to attend meetings, including evening meetings when required.
- This post is based in Leeds Refugee Forum office in Leeds

The post holder may be asked to re-organise his/her work in order to respond to changes in the needs of the organization. This would be done in ways consistent with the purposes of the post and in consultation with the post-holder.

LEEDS REFUGEE FORUM

PERSON SPECIFICATION

Requirements

Essential/Desirable

Qualifications / Knowledge

Has or is in the process or actively working towards a project management qualification	Desirable
A good understanding of the social, economic and political context in which LRF operates	Desirable
A good understanding of LRF's role in supporting refugees and asylum seekers to settle and establish themselves.	Desirable
An ability to monitor and evaluate participants' progression and prepare reports.	Essential
An ability to produce and disseminate a range of publicity materials	Essential
An ability to encourage and persuade a range of stakeholders to make use of LRF's projects/ services	Essential
An ability to evaluate the effectiveness of LRF's activity	Desirable
An ability to support LRF's project team on the delivery of training and employability projects	Essential

Personal Qualities & Skills

An active commitment to the promotion of equality, cohesion and diversity	Essential
An excellent organiser	Essential
Self-motivated and pro-active	Essential
Excellent inter-personal and communication skills	Essential
A confident public speaker	Desirable
An ability to write plain English reports	Essential
A willingness to work flexibly as part of the LRF team	Essential

Experience

Previous experience in a project officer role, preferably with a voluntary sector organisation	Desirable
Working closely with a wide range of stakeholders to promote projects and activities	Desirable
Experience of organising promotional and marketing events and activities	Desirable