

Department: Communities and Partnerships

Division/Section: Community Safety

Job Title: Ukrainian Resettlement Programme Manager

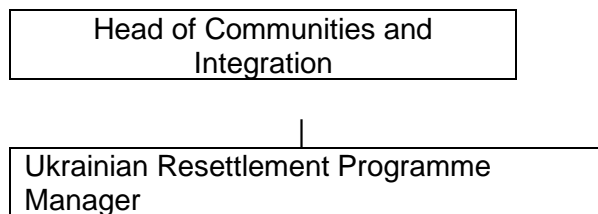
Post No:

Grade: 12

Reports to: Head of Community and Partnerships Integration

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**DBS Check
applicable?** Yes - Standard

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☐

**Line Management
responsibility for:**

3

No. of indirect reports: 0

Size of budget: Accounting for budget (c£500k+ pa);

Job Purpose: To programme manage the council's support to resettling Ukrainian refugees and other vulnerable people under the Government's scheme(s).

Work with a range of local organisations to ensure that resettled people have a home and are able to access public services such as health care, welfare benefits, education, employment and have the support to fully integrate into UK life.

Work across council services to ensure that safeguards are in place to manage any issues for the resettled or host families.

To work with Government Departments to ensure that schemes are delivered in accordance with funding instructions, submit timely and accurate claim forms and case manage complex family circumstances as required.

Main Duties and Responsibilities:

Elements of the role:

1. Case management of resettled people support
 - Be the main point of contact within the council for all queries relating to the management of the scheme and support to resettled refugees.
 - Develop effective working relationships with a range of local partner organisations, to ensure that families can access:
 - Health services
 - Welfare benefits
 - English language skills
 - Employment and work development training
 - Schooling
 - Cultural/social activities
 - Commission services within the council and/or through partner organisations to ensure that resettled family needs are met.
 - Undertake planning for new arrival families, working with local partners and the Home Office to ensure that housing and support are in place
 - Work with council teams to ensure that homes are fit for purpose and that necessary safeguarding checks have been carried out.
2. Facilitating good quality homes
 - Through the council's Housing team, ensure that the property is compliant with minimum standards
 - Work with local charities to ensure that the property has adequate furniture to meet the family needs
 - Commission any property repairs needed
3. Safeguarding
 - Ensure that DBS checks are carried out within each household
 - Work with stakeholders to address any concerns raised through safeguarding visits or DBS checks
4. Programme overview
 - Develop a programme overview of the status of each refugee and home. Ensure that accurate records are developed to track the status of families and issues/risks that are identified
 - Keep detailed records of expenditure, ensure that costs are eligible under the scheme and meet with the Government guidance
 - Submit claims for funding to Government as required.

- Provide updates and reports to stakeholders as required
5. Finance
- Keep accurate records of programme budget and develop a forecast of expenditure
 - Oversee payments to commissioned partners as required and to households in line with council guidance and Government funding instructions
 - Submit funding claims as required
6. Staff management
- Manage project staff to ensure that people are clear on their role, how it meets the overall objectives and have the right tools, skills and experience to undertake their role.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 30 March 2022 **COMPLETED BY:** Ian Phillips

Person Specification

JOB TITLE: Ukrainian Programme Manager **POST NO:**

GRADE: **DEPARTMENT:** Communities

HOURS 37.5

DIVISION: Communities and Partnerships **DIRECTOR:** Adrian Chapman

DATE: March 2022 **COMPLETED BY:** Ian Phillips

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of local government processes (A & I) 	<ul style="list-style-type: none"> Knowledge and understanding of Government Refugee Programme(s)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Well organised and able to prioritise workloads Programme and project management skills Good communication, writing and interpersonal skills Problem solving and negotiating with partner organisations IT skills, including word processing and data programmes such as MS Office Self motivated and able to think independently Good political and cultural sensitivity, including understanding of the political sensitivities around the Syrian refugee resettlement scheme and its delivery by local authorities Basic research skills 	<ul style="list-style-type: none"> Financial systems Presentation skills
EXPERIENCE	<ul style="list-style-type: none"> Ability to exercise appropriate escalation of issues through previous experience Experience of working in local government Experience of partnership working Budget monitoring Ability to develop and maintain constructive relationships with both internal and external partners, customers (all A & I) 	<ul style="list-style-type: none"> Experience of working with refugees Project management experience Engaging and consulting with diverse communities
QUALIFICATIONS	<ul style="list-style-type: none"> A-level (A & I) 	<ul style="list-style-type: none"> Degree Business/management
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Ability to work flexible hours Hybrid working 	

EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*