



Cornwall
vsf
Big Green Year

Reg. Charity No. 1111169
Company No. 05371203

Role Profile

Role title:	Engagement Officer (Refugee/Asylum)
Salary:	From £32,000 - £35,200 FTE
Reports to:	CEO
Place of work:	Hybrid, both home based and visits to our Redruth office, VCSE sites and attendance at meetings, training, and networking events, when required
Thematic areas:	Refugee and Asylum – all age
Contract:	1+1 year fixed term contract

What we do

Cornwall VSF's role is to connect, support and promote the voluntary, community and social enterprise sector in Cornwall and the Isles of Scilly. We have strong productive relationships with a wide range of stakeholders in Cornwall including a range of public sector organisations. We represent the VCSE on all executive Boards ensuring the VCSE voice remains clear and influential. We broker and facilitate VCSE partnership working through our strategic, thematic, and local alliances.

We undertake surveys, consultation events, facilitate issue-based workstreams etc. to raise consciousness of the issues, barriers and constraints facing the VCSE sector. Collectively we can positively affect change and bring about transformation.

We have a wide range of communication channels and styles to suit the needs of a diverse audience. We send regular e-newsletters to members with relevant information and updates for VCSE organisations of every size and interest. We also share news from our members through this vital resource and via our social media outlets. We amplify our members' messages.

We host events and conferences to keep people up to speed on the latest developments they need to know. These include workshops, training, and networking opportunities.

We are a small but tight knit team, that enjoy working together to support our sector.

Role Purpose

- To effectively engage with a diverse range of VCSE organisations and stakeholders in Cornwall working in the refugee, asylum, migration and inclusion thematic agendas.
- To effectively engage and work with Cornwall Council and NHS staff to broker relationships between the Council, NHS and the VCSE. You will use a wide range of mediums for engagement opportunities, these include meetings, workshops, consultations, surveys, events, conferences etc.
- To strengthen our alliance-based model of engagement by working with existing alliances and creating a new one focused on refugees and people seeking asylum.

- To bring together the VCSE sector around pertinent issues, so they can meet the needs of their beneficiaries and achieve their organisational outcomes.
- To represent the VCSE sector, amplifying its voice, increasing its influence, fostering collaboration and co-producing action.
- To manage a budget and provide collaborative service management of VCSE organisations working in the refugee/asylum space, reporting outputs and outcomes to Cornwall Council and VSF Board.

Key Duties

- Building strong and trusted relationships with VCSE organisations working in the refugee and asylum thematic area
- Working with VCSE partners, identify gaps in the service offer work and work with Cornwall Council, local NHS partners and the VCSE to fill these gaps
- Building capacity within VCSE organisations working in this thematic area and develop collaborative partnerships and relationships between them
- Bring knowledge of wider VCSE capacity and solutions to support the organisations working in the refugee thematic area
- Manage the refugee and asylum thematic alliance – groups of VCSE organisations who come together around a shared theme or agenda.
- Be the first point of contact for collaboration with the VCSE around the refugee and asylum agenda and public/private sectors to ensure the sector maximises opportunities to collaborate and achieve shared priorities in your thematic area.
- Use a wide variety of mediums to engage with the VCSE sector so they can tell their story first-hand and therefore build profile and influence.
- Ensure that VCSE members are kept abreast of the most recent policy, legislation and best practice guidance so they stand the best chance of achieving their service priorities underpinned by strong evidence.
- Provide timely advice and support to VCSE organisations to enable them to be adaptable, agile and responsive to the needs of individuals, communities and commissioners.
- Facilitate creative conversations, undertake research, and deliver events using different mediums.
- Develop working groups and help to mobilise new initiatives so that we can co-design, test and pilot innovative ideas and solutions including collaborative VCSE services.
- Manage Alliance and Service budgets.
- Collect and report on outputs and outcomes of collaborative VCSE service delivery.
- Pro-actively engage with VCSE providing support to BAME, vulnerable and at-risk communities. Ensuring that they are actively involved wherever possible in the co-design and co-production of community interventions.
- Work closely with the CEO and Communications Officers to ensure that VCSE information/intelligence is shared with relevant stakeholders in an easy-to-read format and tailored towards the target audience.

Person Specification

- Is educated to degree level or equivalent with excellent literacy and numeracy skills.
- Solution focused and able to communicate effectively, excellent listening, interpersonal skills, and demonstrates emotional intelligence.
- Excellent at building and maintaining trusted relationships with a range of people, organisations and communities.
- Able to bring people and communities together in conversation to build cohesion and understanding.
- Able to work with uncertainty and build a programme of work from scratch.
- Has demonstrable experience of working with the VCSE sector and/or Council/NHS organisations, building, and sustaining productive working relationships including relationships with those organisations who are seldom seen or heard.
- Able to produce case studies, qualitative and quantitative data to demonstrate what is happening locally, thematically, and strategically and can produce compelling evidence.
- Confident public speaker, facilitator and presenter in online and in-person group settings.
- Able to positively influence, facilitate, engage, and liaise with the VCSE and stakeholders so that they can achieve positive outcomes for their beneficiaries and bring about transformation and positive change.
- Ability to reflect on and apply that reflective learning towards taking new actions to bring about desired outcomes.
- Have an understanding of safeguarding, anti-oppressive practice, equality, and diversity.
- Demonstrable proven track record of developing and maintaining productive partnerships with people at all levels of authority across all sectors and managing stakeholder expectations e.g., conflicting ideas and priorities.
- Demonstrate an ability to translate and present information in written and verbal formats to persuade a diverse audience to take a certain course of action.
- Demonstrates leadership, diplomacy, tenacity and is dynamic and able to create the change needed within this thematic area in the face of community opposition and challenge.
- Possesses local placed based knowledge of Cornwall.
- It is highly desirable to have experience working in the refugee and asylum space.

Other Requirements

- Possess a clean driving licence and transportation.
- Be familiar with all relevant Health and Safety, operational, personnel, customer care, Data Protection, and financial procedures, ensuring that all statutory obligations are complied with, especially in relation to licensing laws and first aid.
- Complete a satisfactory DBS check. (This can be applied for on appointment)
- Any other duties as reasonably required by line management.
- Work occasional evenings and weekends to attend VCSE meetings/events
- **A secondment from one of our partner organisations would be considered for the right candidate**

How to Apply

To apply, please submit a CV supported by a covering letter of no more than 3 sides of A4 outlining your motivation for applying and highlighting how your skills, knowledge and experience meet the requirements of the role, as set out in the brief. Please include your referees within this application. We will not approach them without your consent.

Applications should be sent to office@cornwallvsf.org. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.