

JOB DESCRIPTION & PERSON SPECIFICATION

Post of: **ASH PROJECT MANAGER**

For CIS's Asylum Seeker Housing Project

Responsible to: Chief Executive Officer

Responsible for: Staff in the ASH Project (3 others)

Number of hours: 21 hours a week minimum
Possibly 28 hours, pending funding discussions

Length of post: 12 months initially, then dependent on funding

Salary: £21,4673 a year for 21 hours a week
£28,623 a year for 28 hours a week
(based on £35,779 a year at full time)

Place of work: Tontine, 20 (1st floor) Trongate, Glasgow, G1 5ES or
from home by arrangement

Days of work: Flexible over Monday to Friday, 8am to 6pm.
Occasional out of hours working as required

Annual leave: 15 days plus 9 days public holidays for 21 hours
20 days plus 12 days public holidays for 28 hours
(based on 25 days plus 15 days public hols full time)

Pension Contribution: 5% from employer

Aim of the post: as part of the Community InfoSource (CIS) organisation, to ensure the smooth running and effective operation of the ASH project in providing housing support to asylum seekers, maintaining project sustainability, including fundraising, and further developing CIS's ability to bring positive change on housing for asylum seekers.

JOB DESCRIPTION

Main tasks

1. **Staff management:** providing wellbeing support and supervision, ensuring regular minuted individual and team meetings take place, working with the CEO, other Project leads and the Board's Human-Resources Sub Group to ensure best practice processes and procedures are in place
2. **Project outcomes:** working with staff to ensure there are plans for achieving outcomes, that these are attained where possible and relevant and that the work is cohesive. This will include some practical observation of and engagement with the project, especially casework, to understand how the project delivery is progressing.
3. **Gathering evidence:** Liaising with appropriate staff members on recording work done and outcomes achieved, gathering evidence of need to inform wider service delivery and policy development work, including ensuring accurate use of database systems used in CIS.
4. **Monitoring, evaluation and learning:** gathering project monitoring and evaluation information, including casework, to contribute to campaigns and for reports to funders, the CEO and board and the public, and to inform review of services and input to business planning.
5. **Maintaining sustainability of the Project:** Working alongside the dedicated fundraising consultant to fundraise for income to sustain the ASH Project staff and activities.
6. **Expenditure:** Ensuring that there is adequate evidence provided of expenditure on the project so that income received by the Project can be properly accounted for, to Finance Officer.
7. **WASH and ASH Planning Groups:** ensuring these strategic overview groups meet regularly as required and feed into ASH and CIS strategy setting.
8. **Strategy sessions:** plan and facilitate 6 monthly strategy sessions for ASH staff and volunteers to review the projects operations and set aims and objectives for the next half of the year.
9. **External networks:** developing and sustaining effective relationships, partnerships and joint work with other organisations in Glasgow and wider, to achieve CIS ASH Project objectives. Ensuring ASH staff and, where possible volunteers, are effectively represented at meetings, networks, and policy making events.

10. **Development of ASH:** identifying ways of improving and developing the project and its reach through internal and external training, service user consultations and strategic overview.

Office

- a. Line manage ASH project staff and support them with effective workload and time management
- b. Attend support and supervisions meetings as agreed with the CEO
- c. Raise any issues of concern with the CEO and the senior managers' team
- d. As one of three senior members of staff, assist with the strategic development and coordination of CIS, as required
- e. Maintain respect for equality and anti-discriminatory practices
- f. Safety and wellbeing for people using CIS's services and volunteers: work with others to ensure this is in place and that the Health & Safety and Safeguarding policies are adhered to by participants

Other

- a. Attend training as appropriate for the post or as requested by CIS
- b. Attend CIS Board meetings when requested
- c. Undertaking any other task as may occasionally be required
- d. Maintain confidentiality best practice at all times
- e. Support the ethos and aims and objectives of Community InfoSource at all times

5 July 2024

The hours worked in this project may be increased if wanted by the post holder, if they successfully fundraise for extra hours.

This post is subject to a 6 months' probationary period, with a review after three months.

Job description to be reviewed by end of August 2025

This post is funded by Glasgow City Council's Communities Fund and the Henry Smith Charity

ASH PROJECT MANAGER

Person Specification

ESSENTIAL

1. Extensive track record of supporting asylum seekers
2. Experience of working in cross cultural settings and with asylum issues in the UK and refugee issues
3. In-depth understanding of the legal and policy context of asylum and immigration
4. Experience of working at a strategic level on the issues faced by people using CIS' services user group
5. Experience of Project management including managing staff and volunteers, project budgets and reporting to Board and funders.
6. Strong time management and caseworking skills
7. An ability to establish, organise and maintain proper systems for continuity and a well-organised office environment, using standard computer packages
8. Commitment to working collaboratively and positively with the Board, staff, volunteers, WASH & ASH's Planning Groups and relevant agencies
9. Experience of evaluating and monitoring projects, liaising with and reporting to grant funders
10. Experience of fundraising for charities.
11. The ability to work independently and use own initiative to achieve objectives, consulting with relevant people as appropriate
12. Excellent communications skills and written English language skills
13. Demonstrable commitment to equality and social justice
14. Committed to maintaining confidentiality throughout

DESIRABLE

- a) Lived experience of the issues faced by the CIS service user group
- b) Ability to speak one or more of the first languages of the CIS service user group
- c) Experience of research and analysis
- d) Experience of working in an office and cooperating with others
- e) Project development experience
- f) Event planning experience
- g) Financial systems experience
- h) An understanding of the voluntary sector in the UK

Asylum Seeker Housing Project (ASH)

is part of Community InfoSource