**Manchester City Council**

**Role Profile**

**VCFSE Funding and Engagement Officer**

**Project Officer Level 1, Grade 6**

**Asylum, Migration and Refugee Service,**

**Directorate for Neighbourhoods and Growth & Development**

**Reports to: Hong Kong BN(O) Project Manager**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

This role will contribute to the successful delivery of work packages, ensuring delivery to timeframes and high professional standards.

The role holder will assist relevant managers and teams in ensuring the effective management of change.

The role holder will provide project support, liaising with stakeholders to ensure effective communication and project delivery.

**Key Role Accountabilities:**

Assist in the day-to-day management of projects and initiatives throughout the lifecycle, responding to all relevant correspondence, enquiries and complaints as required in a timely and effective manner.

Effectively monitor and administer assigned resources, which may include risk / issue logs, budgets or other functions, analysing and extracting management information from appropriate systems to inform decision making.

Produce and distribute documentation in accordance with communication plans, maintaining files to agreed standards.

Ensure that the aims of projects and initiatives are widely understood and supported and, in turn, meet the needs and aspirations of both internal and external stakeholders.

Liaise with stakeholders expediting and reporting progress as appropriate.

Resolve day-to-day project issues, escalating as necessary to the appropriate level.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Asylum, Refugee and Migration Service (ARMS) is hosted by Manchester City Council and covers the North West region. Its principal role is to promote, facilitate and deliver the activities of the North West Regional Strategic Migration Partnership (SMP), to support stakeholders across all sectors that deliver services to international inward migrants.

The SMP delivers projects across a range of thematic workstreams and is funded by, but independent of, the Home Office and the Department for Levelling Up, Housing and Communities (DLUHC). The work of the SMP focuses on people in the asylum system, resettled refugees, Ukrainian visa holders, unaccompanied children, Hong Kong British National (Overseas) (BN(O)) visa holders and resettled Afghan groups.

The SMP stakeholders include:

* Councils and other SMPs across the UK;
* North West Police Forces;
* Health (including Integrated Care Boards, Public Health teams, UK Health Security Agency (UKHSA), Office for Health Improvement and Disparities (OHID) and NHS England);
* The Home Office and its contracted Providers;
* Department for Levelling Up, Housing and Communities (DLUHC);
* Department for Education (DfE);
* Relevant Voluntary, Community, Faith and Social Enterprise (VCFSE) sector organisations.

The SMP recognises the pivotal role that the VCFSE plays in supporting those who have arrived in the UK, irrespective of their immigration status, and is committed to supporting both the sector and those who rely on the services the sector provides.

The post will predominantly focus on supporting the work of the North West Hong Kong BN(O) Welcome Hub, although there will be overlap across the other workstreams of the SMP. The role of the Welcome Hub is to support local authorities, VCFSE organisations, statutory and community organisations, and BN(O) visa holders directly, to ensure that those who choose to settle in the North West can fully integrate and contribute to their communities.

The postholder will focus on engaging with the VCFSE sector, bringing organisations and groups together to share learning, identify funding opportunities and ensure sustainability of the sector across the region. The postholder will work with VCFSE organisations to enhance and diversify the support they offer and the people they support, to ensure their offer remains relevant and in line with the needs of communities. The postholder will work alongside the wide range of organisations to determine how they wish to engage with the SMP and ensure that their voices and feedback are incorporated and embedded into wider regional and national discussions with local and central government.

Key duties will include, but are not limited to:

* Arranging and leading meetings with VCFSE stakeholders to share information and good practice;
* Proactively identifying and engaging with new groups and individuals to help build stronger networks;
* Take responsibility of working with the VCFSE sector in understanding future partnership and engagement needs;
* Supporting the Project Manager in the monitoring of, and engagement with, grant funded organisations;
* Supporting VCFSE and diaspora organisations to identify, apply for and secure sustainable funding sources;
* Work with funding organisations to better enable them to engage with VCFSE organisations supporting Hong Kong, and other forced migrant communities in the region;
* Any other duties commensurate with the grade of the post.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Project Management:** Basic understanding of risk management and the capability to hold and update the project risk log (under the direction of the Project Manager).
* **Planning and Organising:** Demonstrate the ability to organise multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority.
* **Financial Management:**  Numeracy and accuracy skills to handle numbers confidently, collate information and keep accurate and reliable records to help with the monitoring and reviewing of financial resources.
* **Communication Skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising.
* **Analytical Skills:** Ability to engage with stakeholders to identify information needs and to know how to go about obtaining the relevant information.
* **ICT Skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.

**Technical Requirements (Role Specific)**

* An understanding of how VCFSE organisations are funded and the different funding sources they can apply for.
* Experience of grants, either as a commissioner or as a grant recipient.