

No Recourse, North East Partnership

Job Description and Person Specification

Job Title	Project Co-ordinator (NRPF: Tackling and Preventing Destitution project)
Date of Job Description	April 2022
Base of Work	Blend of home working, GREC Office (41 Union Street, Aberdeen) and external meeting spaces as and when required
Job Purpose	<p>This project aims to engage at a strategic and frontline level, to help develop capacity and skills within Aberdeen City, to support people with No Recourse to Public Funds, and develop effective approaches to prevent and tackle destitution.</p> <p>The project will also include co-ordination of the No Recourse, North East Partnership meetings, as well as developing and supporting a lived experience group to guide the Partnership's work.</p> <p>The project is funded the Fairer Aberdeen Fund and the Project Co-ordinator will be expected to contribute to funder reports.</p>
Reporting Relationships	<pre>graph TD; A[NR,NE Steering Group (Strategic Direction)] <--> C[Project Co-ordinator]; B[GREC (HR and Line Management)] --> C;</pre> <p>For guidance and oversight of project development and delivery, the Co-ordinator will report to the steering group of the No Recourse, North East Steering group. The post is located within the GREC staff team reporting to GREC's General Manager for line management support.</p>
Key tasks, duties and responsibilities	<ol style="list-style-type: none">1. Develop and deliver training on NRPF to public and third sector organisations2. Longer term support and advice to employability services aimed at enhancing their service delivery3. Engagement with public bodies to develop their policy and strategic approach to tackling & preventing destitution of people with NRPF4. Development of a lived experience group which aims to inform and

	<p>influence relevant policy and practice</p> <ol style="list-style-type: none"> 5. Development of community facing resources, including website, which will empower those with NRPF to understand and access their rights and entitlements 6. Engage in relevant policy forums in order to ensure the experiences of those with NRPF is considered in policy development 7. Co-ordinate meetings of the No Recourse, North East Partnership 8. Prepare regular project updates to No Recourse, North East facilitators 9. Contribute to project reporting <p>The above is not intended to be an exhaustive list of all duties of the post, but a concise statement of the major tasks and activities of the post. There may be changes, with due notice and consultation, to the duties and responsibilities assigned to the post.</p>
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Person Specification

Competence	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Social science/care, human rights, or law related qualification
Knowledge	<ul style="list-style-type: none"> • A demonstrable interest in or knowledge of No Recourse to Public Funds and/or related issues 	<ul style="list-style-type: none"> • Understanding of the benefits systems and the complexities relating to No Recourse to Public Funds • Understanding of the immigration system, and connection with No Recourse to Public Funds
Experience	<ul style="list-style-type: none"> • Project delivery, development or management • Working on your own initiative • Developing and sustaining partnerships or relationships across different teams • Delivery of presentations or training 	<ul style="list-style-type: none"> • Lived experience of No Recourse to Public Funds • Engaging with minority and marginalised communities • Policy development
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication • Practical and effective inter personal skills • Very good level of computer literacy • Highly organised • Networking 	<ul style="list-style-type: none"> • Web and graphic design
Other	<ul style="list-style-type: none"> • Able to work flexibly, including some evenings and weekends • Demonstrate motivation and commitment to advancing social justice 	