

GREC Job/Role Description

Job Title	Hotel Rights Rep Project Officer
Date of Job Description	August 2024
Base of Work	GREC office, 680 King Street, Aberdeen.
Job Purpose	To plan and coordinate the delivery of the Hotel Rights Reps Project with people seeking asylum staying in hotels across Grampian.
Reporting Relationships	<div style="text-align: center;"> <pre> graph TD A[New Scots Project Coordinator] --- B[Hotel Rights Reps Project Officer] </pre> <p>The diagram shows a vertical line connecting a light blue rounded rectangle at the top labeled 'New Scots Project Coordinator' to another light blue rounded rectangle at the bottom labeled 'Hotel Rights Reps Project Officer'. A horizontal line is drawn below the top box, and the vertical line passes through it.</p> </div> <p>The post is located within the GREC staff team reporting to a Co-General Manager.</p>
Main Duties and Responsibilities	<ol style="list-style-type: none"> 1- Coordinate the design and workplan of the Hotel Rights Reps Project, ensuring that the views of people with lived experience of migration and the asylum system are considered throughout. 2- To recruit and support Rights Representatives, focusing on people staying in asylum contingency accommodation (hotels) in the Grampian region. 3- To plan and deliver a series of engaging and participatory sessions to build up rights' awareness, knowledge of the asylum system and confidence among participants, based on the principles of coproduction. 4- Ensure participants are supported with relevant skills development and training opportunities, and identify and reduce barriers to meaningful participation. 5- Build trusting relationships with participants engaging in the project through their lived experience so they feel comfortable and supported at all times, addressing the power dynamics which impact on the experiences and effectiveness of this work. 6- To keep appropriate and accurate records of the project delivery for evaluation purposes, and prepare relevant reports with its impact. 7- Proactively contribute to new outputs to advance GREC's policy and communications priorities.

	<p>8- Liaise and build strong relationships with partner organisations, especially JustRight Scotland (JRS) to enhance effective and innovative participative approaches.</p> <p>9- Collaborate and coordinate with GREC's existing Casework and New Scots projects to ensure complementary project delivery and enhance effective and innovative participative approaches and shared learning.</p> <p>10- Liaise and coordinate with the wider GREC staff team to ensure project delivery and enhance effective and innovative participative approaches.</p> <p>11- Travel, when required, to conduct work across Scotland.</p> <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.</p>
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Person Specification

Competence	Essential	Desirable
Qualifications		Degree level on law, human rights, education or other relevant qualifications.
Knowledge	<ul style="list-style-type: none"> - Immigration, Human Rights and Equalities legislation. - Participatory, inclusive, lived experience approaches. - Co-Production and Co-Design. 	
Experience	<ul style="list-style-type: none"> - Developing, evaluating and reporting on a project. -Facilitating groups and supporting individuals to gain knowledge, skills and confidence. -Community engagement and/or development experience working with marginalised or under-served groups. - Communicating with a range of stakeholders. - Commitment to and understanding of the human rights and equality agenda. 	<ul style="list-style-type: none"> - Working with interpreters and New Scots communities. - Migration experience.
Skills	<ul style="list-style-type: none"> - Excellent oral and written communication. - Practical and effective inter-personal and relationship-building skills. - High level of computer literacy. 	<ul style="list-style-type: none"> - Language skills

	- Highly organised.	
Other	<ul style="list-style-type: none">- Able to travel and work flexibly, including some evenings and weekends.- Work independently but also collaboratively.- Demonstrate enthusiasm and commitment.	-Driving licence and access to a vehicle.