# **PERSON SPECIFICATION: Refugee Integration Officer POST REFERENCE:SR 107119**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Educated to Level 3 or equivalent including English and Maths (F) | Relevant qualification linked to child and family work and / or asylum seekers/ refugees / migrants (F)  Multi lingual/ writing/ reading skills (F,I) |
| * **Work or other relevant experience** | Direct experience of the asylum and refugee process (F,I)  Direct experience of working with vulnerable people where English is not their first language (F,I)  Experience of working with multi agency organisations including Home Office, Police, Health, Education and voluntary agencies (F,I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Knowledge of the legal process of asylum and refugee status (F,I)  Knowledge of welfare, benefits and entitlements for asylum seekers and refugees (F,I)  Ability to empathise with asylum seekers and refugees and share their experiences with relevant others (F,I) | tieodeo  Knowledge of local authority and other agency resources to support asylum seekers and refugees (F,I)  Knowledge of referral pathways (F,I)  Ability to use computer based systems (F,I) | |
| * + **General competencies** | Ability to communicate with children, young people and families (F,I)  Ability to communicate with professionals and agencies that work with asylum seekers and refugees (F,I)  Ability to maintain timely and accurate records (F,I)  Good IT skills including Microsoft Word (F,I) (I)  Ability to manage self and others in order to deliver a high quality service (F,I)  Ability to drive/Full clean driving licence (F,I) |  | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate E-Induction (e-learning)  Employee Protection Register  Health and Safety Awareness  Manual Handling  Information Governance/Security Awareness  Safeguarding Children  Safeguarding Adults  Equality and Diversity  Safeguarding Against Radicalisation – The Prevent Duty (e-learning)  Specific IT System Training and access-ICS/EHM | Once  Refreshed every 2 years  Refreshed every 3 years  Refreshed every 3 years  Refreshed every 2 years  Refreshed every 2 years  Refreshed every 2 years  Refreshed every 3 years  Refreshed every 3 years minimum  Once |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.