

This post will be employed by Voscur on behalf of the Bristol Refugee & Asylum Seeker Partnership (BRASP).

Job description

Job title	Partnership Development Officer
Reporting to	Development Director
Job purpose	To support and develop Bristol Refugee & Asylum Seeker Partnership (BRASP) as an effective and sustainable partnership.
Posts line managed	None.
Assets line managed	None.
Projects/contracts	As directed.
Relationships	Colleagues (including Partnership Services Coordinator and Refugee Participation Officer), BRASP Partnership Steering Group, BRASP members and Voscur team members.
Budgets	None.
Income generation	Contribution to identifying potential sources of income for the further development of BRASP and/or related Voscur services.
Salary	NJC point 26 £30,451 pa plus 7% pension.
Hours	37 hours per week – flexible to include occasional evenings and weekends.
Location	Work to be delivered throughout Bristol.
Contract	Fixed contract for one year (with potential for extension, subject to funding).

Principal duties

1. Work with the Partnership Services Coordinator, Refugee Participation Officer and BRASP Partnership Steering Group, develop and implement the BRASP Action Plan.
2. Develop and support the BRASP Partnership Steering Group.
3. Liaise with and support BRASP members to participate in partnership developments.
4. Provide developmental support and establish processes to include smaller members of BRASP.
5. Support and enable development of relationships, including establishing the model for forums and partnership engagement with the city.
6. Establish the BRASP information sharing agreement and protocols across the partnership, supporting the creation of a Single Point of Entry model.
7. Establish processes for communication and collaboration across the partnership.
8. Analyse current BRASP members' processes/systems and work to reduce duplication and increase efficiencies.
9. Meet funder milestones, requirements and outcomes including contributing to evaluation and activities to share knowledge and impact.
10. Support the partnership to be financially sustainable (for example, through the development of a Theory of Change, funding strategy/applications or business model).
11. Develop, co-ordinate and support the delivery of the BRASP Inclusion Fund.

General

1. Keep informed of relevant legislation, policy and good practice developments.
2. Contribute to other Voscur projects from time to time.
3. Duties are carried out in compliance with Voscur's policies.
4. All staff keep up-to-date records and contribute to Voscur's information services.
5. All staff participate in staff meetings, supervision, appraisals and training as agreed with their line manager.
6. All staff contribute to agreed monitoring and evaluation of their work/projects, and contribute to regular and annual reports.
7. Work carried out must accord with current legislation.
8. All employees are responsible for their own safety and must not endanger that of colleagues/visitors in the workplace.
9. Contribute to implementing and developing Voscur's marketing strategy in ways relevant to the role and support the development of new business opportunities.
10. Employees are willing to undertake other reasonable duties commensurate with the grading for the post.

November 2021

Person Specification

Skills and attributes	Essential	Desirable
Strong communication skills, including presenting, written materials and team-work.	✓	
Excellent facilitation skills.	✓	
Excellent interpersonal skills including the ability to effectively communicate, network and negotiate with people from a wide range of backgrounds and roles.	✓	
Organisation and time management skills, with the ability to prioritise tasks and deliver/produce work under pressure and to deadlines.	✓	
Ability to identify and address the potential barriers that individuals and organisations may face.	✓	
Administrative competency and ICT literacy.	✓	
Knowledge and understanding		
The social, political and economic context in which the local VCSE sector operates and the key challenges and opportunities for organisations.	✓	
Equalities and inclusion principles and how these can be practically applied.	✓	
Experience		
Significant experience of working with asylum seekers and refugees.		✓
Lived experience of being an asylum seeker or refugee.		✓
Significant experience of developing partnerships/collaborations with diverse people and organisations.	✓	
Experience of leadership, planning, implementing and managing change.	✓	
Working with VCSE organisations or businesses to help them develop strategically and operationally.	✓	
Experience of fundraising and income generation.		✓
Experience of using processes to monitor and evaluate impact, and continuously improve own and project performance.		✓