

Islington Refugee & Migrant Forum (IRMF)
C/o Voluntary Action Islington (VAI)
200A Pentonville Road
London, N1 9JP



Tel: 020 7832 5847, E-mail: info@islingtonrefugeeforum.org, Website: www.islingtonrefugeeforum.org/

Charity Registration No: 1116479: Company Registration No: 05603929

Job Description and Person Specification

Development Outreach Officer

Post Title: Development Outreach Officer
Terms of Employment: 14 hours (2 days) per week, 3 years contract
Salary: £11,500 (£28-29,000 p.a. pro-rata) inclusive
Location: Islington
Reporting to: Coordinator

Main Purpose of the Post:

To develop the capacity of new and existing Refugee and Migrant Community Organisations (RMCOs) in Islington and surrounding boroughs by providing high quality information, capacity building training and developmental support.

Main Duties:

Main duties include to: -

- Deliver effective capacity building support to local RCOs at all stages of development,
- Develop and deliver organisational support to RCOs including business planning, governance, funding and bidding/tendering,
- Provide targeted mentoring support to RCOs through organisational 'health checks and specific need support,
- Advice, particularly those RCOs in a crisis situation,
- Work with colleagues to implement systems for measuring, monitoring and evaluating the effectiveness of capacity building approaches,
- Effectively manage a portfolio of casework with competing demands and produce a quarterly report,
- Actively promote IRMF including seeking new business opportunities,
- Contribute to updating IRMF's website, e-bulletins, newsletters and other publications to promote best practice,
- Contribute to cross-organisation initiatives including bid/funding proposals, quality accreditation work and other projects
- Take personal responsibility for contributing to high quality standards in customer relations, service delivery, project management and communications.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. IRMF reserves the right to require employees to perform other duties from time to

time.

IRMF also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of IRMF's business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

Person Specification

Essential requirements:

- Educated to university degree level or equivalent qualifications
- Excellent communication - both spoken and writing in English
- Good interpersonal, oral, written, numeracy and ICT skills;
- Experience of working within the third sector, or experience of community development work and supporting third sector organisations.
- Good understanding of governance and policy issues relating the third sector.
- Self-motivated and proactive with good organisational and presentation skills.
- Understanding of charity law and company law relating to non-profit organisations.
- Experience of supporting organisations and people to develop their capacity and operate to best practice, including business and financial planning.
- Experience of planning and delivering training sessions.
- Emotionally intelligent, able to build and sustain positive relationships with key stakeholders.
- Comfortable networking and representing the organisation,
- Willingness to learn; work as part of a team and to help others;
- A personal commitment to organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions.
- A commitment to equal opportunities;

Desirable requirements:

- A formal qualification in a relevant field, for example community development;
- A knowledge or experience of supporting community asset transfer or ownership
- Experience of fundraising and opportunities to access appropriate funding streams.

===== End =====