Lewisham Asylum Hub Coordinator Person Specification



Note to candidates:

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

Experience Coordinating and or running social, educational and well-being activities Providing information and signposting Working with advice providers and or community services Working in partnership with a wide range of stakeholders Working with/for refugees, asylum seekers and migrants (Desirable) Supporting or managing volunteers Managing/coordinating a drop in service (Desirable) Knowledge & Abilities Knowledge of local voluntary sector services Basic knowledge of housing and welfare advice and information Ability to plan and organize multiple activities simultaneously while ensuring a high level of quality. Understanding of the challenges and barriers faced by refugees, asylum seekers and migrants Good interpersonal skills Ability to manage professional boundaries Ability to work on your own and as part of a team Good IT skills: use of MS office and casework recording databases Understanding of and commitment to equality, diversity and inclusion Understanding of the need for client confidentiality and compliance with data protection legislation Special Ability to work flexibly in order to meet the needs of the service, including occasional evening and weekend working The successful candidate will be required to undergo a basic DBS check		
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