**BRISTOL REFUGEE RIGHTS**

 **PERSON SPECIFICATION**

**Advice & Advocacy Development Manager**

**Essential Criteria**

|  |
| --- |
| **Experience** |
| * Proven experience of staff management, including supervision and performance management
* Proven experience of project development, and project management including budget management, target setting, monitoring and evaluation
* Proven experience of leadership including strategic thinking, and planning, implementing and managing change
* Experience of working with volunteers in a casework setting
* Experience of casework and delivery of advice and/or advocacy
 |
| **Knowledge and Approach** |
| * Thorough and up to date knowledge of the experience of asylum seekers and new refugees in the UK and a commitment to working with them
* Understanding of human rights and asylum legislation and policy, and knowledge of services available for asylum seekers and refugees
* A demonstrable commitment to delivering high standards in advice/advocacy and service provision
* Ability to work well with people from a wide range of countries, faiths and backgrounds
* Understanding of and commitment to the vision, mission statement, values and objectives of BRR
* An understanding of health and safety
* An understanding of, and commitment to, safeguarding children and adults
 |
| **Skills** |
| * Excellent verbal and written communication skills including with people whose first language is not English
* Positive approach to dealing with challenges, responding flexibly and engaging the goodwill of members and colleagues
* Ability to network and build effective working relationships and partnerships and represent BRR in wider forums
* Organisational and time management skills, ability to prioritise tasks and work under pressure and to deadlines
* Administrative skills e.g. maintenance of records, managing petty cash, writing reports, minutes, leaflets to promote service
* IT literacy
 |

**Desirable Criteria**

|  |
| --- |
| * Understanding of work in the voluntary sectorOISC Accreditation (Level 2) or above
* Fluency in at least one other relevant language (Arabic, Farsi, French, Mandarin, Pashto, Somali, Sorani (Kurdish), Tigrinya).
* Direct experience of the asylum process
 |