**BRISTOL REFUGEE RIGHTS**

**PERSON SPECIFICATION**

**Advice & Advocacy Development Manager**

**Essential Criteria**

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| **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**

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| * 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 |