



## JOB DESCRIPTION

<b>Job Title:</b>	Community Cohesion and Integration Officer	<b>Job Number:)</b>	tbc
<b>Department / Service:</b>	Community & Partnerships	<b>Main location:</b> (i.e. where primarily based)	Council Offices, Farnborough Road, Farnborough GU14 7JU
<b>Hours of Work:</b>	37 (but open to flexible hours for the right candidate)	<b>Post Restrictions:</b> (e.g. politically restricted and/or sensitive)	No
<b>Grade &amp; Salary Band:</b> (Where appropriate)	Grade 4	<b>Regulated Activity:</b> (i.e., DBS check required)	Yes

<b>Job Purpose:</b> (i.e., Context & summary of why the role exists)	<p>Work as part of the Community &amp; Partnerships team alongside other key council and partner services to support integration needs and enhance community cohesion. This role requires community-based work alongside residents and partners.</p> <p>We are looking for someone who can support our integration efforts actively involving all communities including both migrant, and minority communities. The ideal candidate will be passionate about bringing people together and making a positive difference in the community.</p>
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## Main Accountabilities/Responsibilities

1	Work proactively to establish connection and support for minority communities including Ukrainian and refugee residents, providing tailored advice, signposting, and assistance based on individual need and focused on developing independence. This could include casework.
2	Help identify integration needs of migrant communities and the wider community in Rushmoor and develop project opportunities to facilitate integration.
3	Organise and support community events and workshops to facilitate dialogue, cultural exchange, integration, and collaboration.
4	Collaborate with local stakeholders on the best ways to address issues related to community tensions within the community and bring communities together.
5	Work with the broader Community & Partnerships Team to understand and develop the network of support from community partners.
6	Work with local schools and faith groups to identify integration needs and facilitate support opportunities.

7	Participate in county-wide networks to share best practice and stay abreast of developments in refugee-specific schemes.
8	Support local community groups to identify funding opportunities that address the challenges in service delivery for vulnerable groups and communities.
9	Help collate and maintain relevant and proportionate records and distribution lists to enable service delivery, statutory reporting, and assistance with any relevant grant applications.

## Other Responsibilities/Accountabilities

1	Actively promote and model the council's values and behaviours.
2	Take reasonable care of own health and safety, and that of other persons who may be affected by acts or omissions at work.
3	Ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and current legislation, including that covering data protection, health and safety, safeguarding children, vulnerable adults and equalities.
4	Undertake any other duties that are commensurate with the requirements of the post.

## Budget responsibilities

<b>Duties, Tasks &amp; Activities – Describe the nature of any responsibility this post has for financial matters. (Egg: monitoring budget spreadsheet, small purchases, approving contracts).</b>	<b>Budget</b> (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others). Please note where budget responsibility is stated, this will be verified with Finance to ensure approved responsibility.	<b>Indicative frequency</b> (i.e., how long, how often will this activity be undertaken).
Help identify budget spend requirements not covered by other parts of the scheme.	Shared with others.	Fortnightly.
Help identify areas of need for potential partner budget spend.	Shared with others.	Ad hoc.
Assist with budget reporting.	Shared with others.	Quarterly.

## Income responsibilities

<b>Duties, Tasks &amp; Activities</b>	<b>Income level(s)</b> (Provide details of the amounts involved and the extent to which these responsibilities are individual or shared with others)	<b>Indicative frequency</b> (i.e., how long, how often will this activity be undertaken)
n/a	n/a	n/a

## Staff Reports & Responsibilities

Reports	Title(s) or staff number	Grade	Level of mentoring, supervision and/or responsibilities
<b>Responsible to</b>	Resettlement Programme Manager	G5	Initial joint-working to establish specific work requirements and processes. Ongoing support on case-specific issues, broader themes and to provide 121 supervision.
<b>Responsible for</b>	n/a	n/a	n/a

## Structure chart –



*\* The Council's response is led by a project team drawing upon officers from Community & Partnerships, Customer Services, Housing and Policy & Performance.*

# PERSON SPECIFICATION

## Education, Training and Qualifications

**Describe the requirements of the job & how this will likely have been acquired. Ensure you state whether the post requires a qualification & at what level this is required. For example: GCSE, A-Level, NVQ, Degree etc.**

**This section should also be used to outline the level of training required to complete the job & how this training will usually have been acquired. (i.e., on the job training, professional CPD etc).**

(\* items marked essential should form the basis of shortlisting criteria in Recruitment & Selection, & only applicants with the Essential requirements should be interviewed in a competitive situation). Give careful thought as to whether a qualification is essential or whether other training/experience would be acceptable as an alternative to a qualification.

**(E)essential  
or  
(D)desirable  
\***

**How will this be assessed for new applicants:**  
(i.e.  
(A)application form /  
(I)interview /  
(T)tests or  
(App)raisal)

A degree or an equivalent qualification

**D**

**A**

## Experience

**Describe the typical experience required for this role – how this will have been achieved etc.**

You may also wish to give examples of the level of decision making this post holder will carry, the need for previous analytical, judgement or creative skills required in the role.

**E  
(essential)  
or D  
(desirable)?**

**How many years required:**

Experience of working in Integration, resettlement, migration or community cohesion

**D**

Experience of providing support, advice, and briefings on strategic issues to a range of audience.

**D**

Experience of working collaboratively with a range of people from different backgrounds

**E**

Experience of project management

**D**

## Additional knowledge requirements:

**Describe the organisational knowledge required to be successful in the job. Examples could include service specific knowledge, or knowledge of cross Council, or Cross organisational knowledge that the post holder is required to be successful in the role.**

**Required?**

**How would this be acquired:**

Knowledge of wider social determinants of community cohesion and integration

**D**

An understanding of refugee and migration issues and experience coordinating and working with partners and volunteers in a resettlement context or similar field.	D	
Knowledge about the local area of Farnborough and Aldershot	D	

## Skills and Abilities

Describe any skills and abilities here that have not been covered elsewhere. This could include interpersonal skills required, technical abilities, IT or software requirements etc that have not been identified elsewhere within this questionnaire.	(E) Essential or	(D) Desirable
Passionate about promoting community cohesion and making a positive impact in people's lives.	E	
Excellent communication and listening skills and ability to work with people from different cultural backgrounds	E	
Ability to work independently, taking responsibility to overcome challenges, with support from the wider team.	E	
Strong organisational and time management skills, using systems effectively, prioritise appropriately, and enable timely responses to client needs.	E	
Confidence with IT systems as a core element of day-to-day work, including case management, Teams and Microsoft 365 applications.	E	
Ability and willingness to work with other services and external agencies.	E	
Ability to use translation services to ensure effective communication where needed.	E	
Additional languages (Arabic, Ukrainian, Dari, or Pashtu) is a plus	D	

## Any other requirements

e.g., working evenings and weekends, full driving licence/own car, regular outdoor working, working at height etc.	(E)essential or (D)desirable
Some evening and weekend working may be required upon agreement.	D
Full driving licence would be advantageous but not essential for the role.	D