

Role Profile

Job Title:	Project Officer – Sanctuary Team
Location:	Barnet Council
Department:	Sanctuary Team
Directorate:	Communities, Adults and Health
Grade:	H
Type of Working:	Hybrid working – minimum 1 day per week in Colindale office, attendance at 'all in' days
Reports to:	Operation Manager

1. Job Purpose:

The Project Officer will play a key role in developing and delivering projects within the Sanctuary Team.

They will work closely with project managers, stakeholders, and partners to facilitate the resettlement and support of Sanctuary Seekers in the community.

They will develop and lead on some projects such as events, working with outreach services and reviewing and improving team processes.

They will play a key role in developing and delivering the Borough of Sanctuary strategy action plan, including coordinating updates from partners, undertaking research and project development, supporting project governance and reporting.

2. Key accountabilities:

- Work with project managers to ensure that project work is delivered on time and to scope
- Prepare regular reports, presentations, and updates on project activities, progress, and outcomes for internal and external stakeholders, as required.
- Assist in the collection, entry, and analysis of data related to refugee arrivals, housing placements, service utilization, and outcomes, ensuring accuracy and confidentiality.
- Lead on project activities including scheduling meetings, preparing agendas, and maintaining project documentation and records.
- Serve as a central point of contact for internal and external stakeholders, responding to inquiries, disseminating information, and facilitating communication between project teams and partners.
- Coordinate logistics for refugee arrivals, including transportation, accommodation, and welcome arrangements, in collaboration with relevant agencies and service providers.
- Assist in the coordination of resources, including volunteers, donations, and supplies, to support the resettlement and integration of sanctuary seekers, ensuring efficient use and distribution.

- Ensure compliance with project guidelines, funding requirements, and regulatory standards, maintaining documentation and records in accordance with established protocols.
- Contribute to quality assurance processes, including monitoring and evaluation activities, to assess the effectiveness and impact of project interventions and identify areas for improvement.
- Assist in identifying potential risks, issues, and challenges affecting project implementation, and support the development of risk mitigation strategies and contingency plans.
- Support the delivery of training sessions, workshops, and orientation sessions for staff, volunteers, and community members to enhance their capacity to support sanctuary seekers effectively.

3. Financial Responsibilities:

Support with developing budget proposals based on insight from existing work. Ensure that financial processes are followed.

4. Health and Safety Responsibilities (choose one option):

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Project Officer – Sanctuary Team
Location:	Barnet Council
Department:	Sanctuary Team
Directorate:	Communities, Adults and Health
Grade:	TBC – H
Type of Working	Hybrid working – minimum 1 day per week in Colindale office, attendance at 'all in' days
Reports to:	Operation Manager

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Bachelor's degree in business administration, project management, international relations, social sciences, or a related field, or equivalent experience	Essential	Application/Interview
Relevant certifications in project management (e.g., PRINCE2, PMP, Agile)	Desirable	Application/Interview
Experience & Knowledge		
Experience in projects, administration, or coordination, preferably in a humanitarian or refugee assistance context.	Essential	Application/Interview
Understanding of project management methodologies, tools, and techniques.	Essential	Application/Interview
Familiarity with humanitarian principles, refugee resettlement processes, and the challenges faced by sanctuary seekers	Essential	Application/Interview
Knowledge of data management systems and reporting tools used in project management	Essential	Application/Interview
We actively encourage people with lived experience of seeking sanctuary to apply for this role. There will be no requirement to share your personal experiences.	Desirable	
Skill & Ability		
Strong organisational skills, with the ability to manage multiple tasks, prioritize responsibilities, and meet deadlines in a fast-paced environment	Essential	Application/Interview
Excellent communication skills, both written and verbal, with the ability to convey information clearly and effectively to diverse audiences.	Essential	Application/Interview
Team mentality, with the ability to collaborate effectively with colleagues, stakeholders, and partners to achieve project goals.	Essential	Application/Interview

Cultural sensitivity and empathy towards the experiences and needs of all sanctuary seekers	Essential	Application/Interview
Problem-solving abilities, with the capacity to identify issues, propose solutions, and escalate concerns as needed.	Essential	Application/Interview
Values & Behaviours (only include those that are relevant to the role, must have at least 1 behaviour per value)		
Caring		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
S Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
Inclusive		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
Collaborative		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential/Desirable	Application/Interview

Caring for **people**, our **places** and the **planet**

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview