

## **Job Description**

<b>Title:</b>	<b>Information Officer</b>
<b>Hours Of Duty:</b>	Between 15 and up to 30 hours per week, to be confirmed at the beginning of May 2019
<b>Salary:</b>	£19,558 pa pro rata to start with, an increase available
<b>Leave entitlement:</b>	20 days pro rata + Bank Holidays
<b>Responsible to:</b>	The Manager of the Signpost to Polish Success

### **Structure:**

The Information Officer is employed by the Charitable Company the Signpost to Polish Success management committee, subject to the availability of funding.

The successful candidate will have to complete a 6 month probationary period.

### **Agency:**

The Signpost to Polish Success (SPS) is a Charitable Company based in Nottingham that provides a range of services for Eastern European migrants who arrived in the UK after the EU enlargement.

### **Purpose of the post**

This person will provide one-to-one information/guidance/support sessions at the SPS premises and on rare occasions mentoring sessions outside of SPS premises. Ideally these sessions will take place over 2 or 4 working days (depending on the contract hours offer). The hours when not seeing clients will be spent completing necessary administration work, attending meetings, training events or researching for information relevant to economic migrants, contributing to the remaining services offered by SPS.

## **Duties**

1. To offer support to Polish and other Eastern European migrants who come to SPS seeking assistance.
2. To liaise with migrants during the one to one information/advice/support sessions at the SPS premises.
3. To mentor members of NEC when solving problems and issues outside of SPS premises
4. To offer one-to-one support sessions up to 5/6 hours per day.
5. To empower SPS users, so they feel more confident dealing with their problems themselves.
6. To share information and knowledge with SPS users and staff.
7. To complete necessary administration work.
8. To follow SPS monitoring and evaluation requirements.
9. To research information relevant to economic migrants, attend training events and meetings relevant for SPS service provision.
10. To contribute towards other services provided by SPS.
11. To undertake research to develop an understanding of the issues affecting Eastern European migrants to the UK.
12. To show commitment while providing SPS' services, to easing the process of Eastern European migrants' integration.
13. To demonstrate a positive attitude towards community cohesion and social integration
14. To show an understanding of the issues, problems and background of post 2004 (EU enlargement) economic migrants
15. Must be computer literate.
16. Must be fluent in English and Polish, a knowledge of other Eastern European languages would be an advantage.
17. To liaise with voluntary and statutory organizations that provide local services to encourage best practice. To network with other voluntary and statutory organisations to develop SPS services.
18. To promote the services of SPS to voluntary and statutory organizations within Nottingham and the East Midlands.
19. Able to work evenings and weekends as required.
20. To identify your own training needs
21. Any other duties as appropriate to the post, subject to the proviso that any changes of a permanent nature will be negotiated and incorporated into the job description in specific terms.

## **General:**

- 1) To respect and maintain confidentiality at all times.
- 2) To be aware of the SPS equal opportunities policy and to ensure this is reflected in all work undertaken by the post holder

### **Health and Safety**

- 1) The post holder will comply with health and safety in accordance with the Health and Safety at Work Act 1974.
- 2) To be familiar with Fire Regulations in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- 3) To ensure that accidents and fire incidents are recorded and properly investigated.