

JOB DESCRIPTION

Job Title	Displaced People Officer (Asylum)		
Directorate	Housing		
Reporting to	Service Manager Displaced People		
Grade	Grade 10		
Evaluation ref:	RP253	Job ref:	Family
Role Purpose			
<p>The Displaced People Officer (Asylum) will act as the technical lead for the mandated Asylum Full Dispersal Scheme, to support refugees and people seeking asylum. They will work closely with the Home Office and contracted partners, ensuring Somerset is able to fulfil any targets by the Home Office. This includes management of the operational and strategic delivery of support for both contingency and dispersal accommodation, and wider wrap around support.</p> <p>The post holder will work within the wider Displaced People Service, a dynamic team which supports the Homes for Ukraine programme, the mandated Asylum Full Dispersal scheme, the United Kingdom Resettlement Scheme and the Afghan Resettlement Programmes, including families on the Afghan Relocation and Assistance Policy and Afghan Citizens Resettlement Scheme.</p> <p>This role requires a compassionate and proactive approach to address the unique challenges faced by displaced individuals, ensuring their well-being, and facilitating their integration and independence in the local community. The role must ensure that Somerset Council meets its contractual obligations in its use of Government funding.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Technical lead for Asylum Dispersal and Contingency – Develop specialist knowledge related to Asylum; be the point of contact for queries related to people seeking asylum, asylum processes and Newly Granted Refugees. Advocate for the needs of people seeking asylum across the Somerset System, working with statutory and non-statutory colleagues to ensure rights and entitlements to services are understood. Familiarise yourself with any asylum policies, changes to policies, likely impact on service delivery and any implications for statutory services. • Manage the operational and strategic development and delivery of a range of services in Somerset to support displaced people, with particular focus on people seeking asylum and Newly Granted Refugees, to ensure the Asylum Full Dispersal scheme is delivered according to national guidance, taking into account local resource and need. • Manage data related to Asylum, ensuring adherence to GDPR when maintaining and sharing data with relevant partners and processes. • Manage the Asylum budget and any subsequent monitoring and data returns to the Home Office, together with the Service Manager and Finance Manager. 			

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- Manage the Refugee Housing team, Homes for Refugees and Sanctuary Lodgings scheme.
- Ensure compliance with national and local legislation and policy. Advise Somerset Council on their obligations and duties arising from the statutory and regulatory framework for this specialist area.
- Produce when required high level reports and provide verbal presentations to a wide variety of audiences, including senior management, members and partner organisations.
- Commission services and projects in line with need, ensuring compliance and effective contractual oversight.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Impact

- The Displaced People Officer (Asylum) will work closely with the Service Manager, Government departments, statutory service providers, SW Councils, and voluntary and community organisations in ensuring the successful management and delivery of the Full Dispersal scheme in Somerset. They will work to ensure displaced people receive the statutory and community support required to access support and integrate into their local community.
- Management of creative solutions and schemes listed to alleviate pressures on housing and street homelessness. They will work closely with housing colleagues and other partners to alleviate pressures placed on homelessness teams.
- Regular liaison with newly granted refugees and sponsor/landlord, including facilitating reviews at the end of sponsorship for continual development of schemes. Work with colleagues in Comms and VCFSE to raise awareness of these schemes, with the aim of building up the number of sponsors and landlords; this may involve attending events to promote the scheme and our service.
- Network with other LAs at local and regional meetings - Represent Somerset Council and the Displaced People Service at local and regional meetings related to Full Dispersal. Engage with other LAs to develop best practice and innovative ways of supporting people seeking asylum and newly granted refugees.
- Contribute to the development and management of local strategies with the Service Manager, adopting a flexible approach to programme planning and delivery in response to changing demands, both locally, nationally and in response to global events.
- Be a subject matter expert on the needs and experience of refugees and asylum seekers. Use this knowledge to advocate for displaced people when working with other services and community organisations.

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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Comprehensive understanding of displaced people and policy and legislation related to the programmes.	x	
Knowledge of support services available for displaced persons.	x	
Awareness of the challenges faced by displaced individuals.	x	
Familiarity with local authority procedures including commissioning procedures.		x
Knowledge of safeguarding processes and responsibilities.	x	
Understanding of data protection and confidentiality.	x	
Experience		
Previous experience in working with vulnerable groups especially displaced people.	x	
Experience working with statutory and voluntary stakeholders and leading multi-agency projects.	x	
Operational management experience.	x	
Experience in leading a team.		x
Experience in liaising with Government Departments.		x
Qualifications / Registrations / Certifications.		
Degree in related field or significant experience.	x	
Experience in team management.	x	
Training in trauma-informed care.		x
Professional membership in a relevant organisation.		x
Ongoing professional development.		x
First Aid certification.		x
Skills		
Excellent communication and interpersonal skills.	x	
Strong organisational and time management skills.	x	

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Ability to work independently and as part of a team.	x	
Problem solving and critical thinking skills.	x	
Ability to handle sensitive information with discretion.	x	
Working Conditions		
Regular travel will be required across the county to meet the needs requirements of the post.		
Working Arrangements		
<ul style="list-style-type: none"> • Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise. • Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. 		

Date: 08/05/2025