

Job Description/Person Specification

Background

The Good Faith Partnership are looking to appoint an Associate to work on the RAMP (Resettlement, Asylum and Migration Policy) project as a Deputy Advisor to the Mayor of Bristol on Inclusion. The RAMP Project aims to improve the quality of political debate and action on issues of migration and integration, and involves secondments with a range of politicians in Westminster and at a City level. The Project began in January 2018 and an Advisor to the Mayor of Bristol on Inclusion started working in April 2018.

Job Description

The successful candidate will fulfil the following key tasks:

- Assist the Mayor's Advisor on Inclusion in a variety of ways as he sees fit, including conducting research, attending meetings, preparing briefings and leading on the delivery of particular inclusion-related projects
- Undertake research on issues relating to migration, integration and inclusion and create written and oral briefings for key Council staff and other stakeholders
- Attend meetings and represent the views of the Mayor and his Advisor on issues related to inclusion

Person Specification

Essential characteristics for this role are:

- A strong understanding of, and passion for, issues relating to migration and inclusion in Bristol
- Excellent written and oral communication skills
- A strong ability to assimilate and analyse information from a variety of sources
- Excellent interpersonal skills and an ability to form strong working relationships with a wide variety of people
- A high degree of personal drive and an ability to work independently and make things happen

Desirable characteristics for this role are:

- Experience of working on issues relating to inclusion (e.g. refugee resettlement, social integration etc)
- Experience of working with Bristol City Council and/or the third sector in Bristol
- Experience of fundraising and/or developing new projects

Key Details

Reports to – Mayor's Advisor on Inclusion (David Barclay)

Start date – As soon as possible

Pay – £100 per day (£26,000 p/a pro rata)

Place of work – Mayor’s Office, Bristol City Council, with regular travel across the City and occasional travel further afield

Contract length – Until end of March 2019 (with possible extension based on funding)

Probationary period – 3 months

Hours – 3 days (22.5 hours) per week

How to apply – Send CV (no more than 2 pages) and covering letter (no more than 1 page) to david.barclay@goodfaith.org.uk explaining why you would like to apply for this role and why you think you have the necessary skills and experience to excel in it.

Application Deadline – 5pm Wednesday 6th June