



JOB DESCRIPTION

Job Title:	Policy Officer, Cosla Refugee & Asylum Seekers Consortium
Salary Scale:	£27,039 - £29,349
Accountability:	Manager, Cosla Refugee & Asylum Seekers Consortium
Duration:	Permanent

Basic Function

To develop, implement and keep under review a strategy for co-ordinating and assisting the delivery of Consortium objectives and activities. To deputise for the Manager of the COSLA Refugee and Asylum Seekers Consortium, where appropriate.

Main Duties

- To work closely with all key partner agencies including local authorities, refugee agencies and the wider voluntary sector, housing providers, health service, police and other relevant bodies in relation to accommodation and support services.
- To undertake research on refugee and asylum issues affecting Scotland.
- To establish systems for monitoring, evaluating and reviewing the policies, standard and activities of the Consortium and the services provided by Consortium members.
- To develop and maintain information and communication systems to ensure all agencies working with asylum seekers and refugees in Scotland are kept fully informed.
- Maintain knowledge of asylum and immigration legislation, policies and case law and to update the Consortium and its members on any legal and constitutional issues.
- Work with the National Asylum Support Service, the Scottish Executive and other key partner agencies in promoting the interests of the Consortium and its members to national Government to ensure Scotland's interests are understood and appreciated.
- To assist in representing the Consortium's views to the media and other interested parties.

- To produce statistical information in relation to asylum seekers in Scotland and help maintain the Scottish Asylum Seekers Consortium website.
- To undertake any other duties appropriate to the post in line with the needs of CoSLA.