 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			710690
Job Title	Overseas arrivals Accommodation Co-ordinator		
Service	Place and Growth Directorate	Team	Housing
Location	Shute End, Wokingham / Home Working		
Reports to	Interim Head of Housing Needs and Options		
Responsible for	N/A		
Grade	Type of position:		Date
10	Temporary 12 Month Contract Full Time		12/04/2025
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.			
<u>Service Purpose</u>			
<p>The Housing Service sits within the Place and Growth directorate, leading on both strategic and operational housing. WBC owns a Housing Revenue Account comprising 2500 homes. The operational housing team includes the areas of Migration Services, Housing Needs, Housing Management, Asset Management Housing Management and Housing Income.</p> <p>The Strategic Housing Service manages housing partnerships, tenant engagement and involvement, commissioning affordable and specialist property development, estate regeneration, developer negotiations for affordable housing through planning, housing strategy and policy, housing data, information, analysis and regulatory returns.</p>			
<u>Purpose of the role</u>			
<p>Wokingham Borough currently hosts 5,711 people from the different asylum resettlement and asylum schemes. This post is required as there is a clear need for lead person to provide strategic direction for migration in the borough. As the Migration Project Manager, you will be responsible for coordinating the Council wide response to the increasing demand from this cohort of people. The role involves understanding the financial and resource impact that current and future demand has on all council services how this demand can be managed and reduced whilst continuing to provide a strong service to all of our residents. You will need to develop strong working relationships with a range of internal and external partner agencies. Collect analyse and report data in a clear and timely manner. With a finger on the pulse the role will need to be on the front foot on government legislative changes, initiative and policy change and will need to communicate the Council's position back to government departments. The post will require communicating senior officer and lead members in what is a fast moving and high-risk agenda for the Council.</p>			
<u>Main Accountabilities</u>			

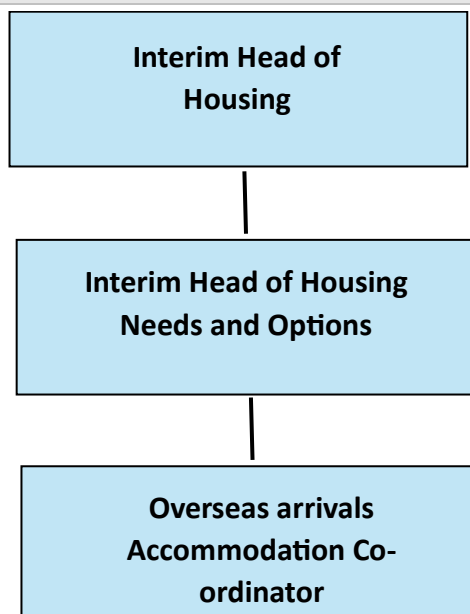
Information Management:	
1	Ensure that there is access to high quality information, data and intelligence. Regular collection, monitoring and reporting of migrant numbers and forecasting possible future demand. Analyse data to understand the impact
	<p>of this demand on Council and partner services - including housing, education, transport, health etc. Produce regular relevant reports to inform the Corporate Leadership Team.</p> <p>The post holder will lead on government data returns and grant spending declarations.</p>
2	Undertake research to inform policy development and horizon scan for best practice
Risk Management:	
3	Identify and assess potential risks associated with migration pressures, including financial, operational, and reputational risks, ensuring comprehensive coverage of all relevant areas.
4	Conduct detailed risk assessments to evaluate the likelihood and impact of identified risks, prioritising responses based on their severity and potential consequences.
5	Develop and implement robust risk mitigation strategies, including contingency planning, risk transfer and risk avoidance measures, to minimise adverse impacts on council operations and services.
6	Monitor and review risk on an ongoing basis, providing regular updates to stakeholders and ensuring timely adjustments to mitigation plans as circumstances evolve.
Financial Management:	
7	Work with financial teams to manage migration budgets including income forecasts from migration grants, cost estimates, contingency allowances, and funding sources.
8	Assume overall responsibility for managing budgets from migration-related funding streams, including (but not limited to) Homes for Ukraine, the Afghan Resettlement Schemes, and Home Office Asylum Grant funding. Ensure all costs remain within allocated budgets and work to demonstrate how preventative measures can lead to cost avoidance and long-term financial sustainability.
9	Lead on financial planning and reporting for all relevant funding streams, ensuring transparency, accountability and alignment with the council's strategic objectives. Provide regular and detailed financial reports to stakeholders, including progress updates, cost variances, and projections to support informed decision making.

10	Undertake and coordinate bids for new funding opportunities, proactively exploring available resources and ensuring alignment with council priorities.
11	Support services in developing robust business cases for centralised migration funding, ensuring resources are allocated effectively and aligned to deliver quantifiable outcomes in service delivery.
12	Actively monitor and evaluate funding streams, ensuring efforts are directed towards common objectives and measurable impacts on services and community support.
Project management and policy	
13	Apply project management principles including coordinating project meetings, producing project plans, risk registers and escalating risks, ensuring clear objectives set and communication. Keep stakeholders apprised of situations as they arise. Solicit feedback from stakeholders and incorporate it into project planning and
	<p>decision-making.</p> <p>The post holder will be responsible for developing operational responses and ensuring that project actions are delivered on time.</p> <p>Lead on all projects, strategies, policies and matters relating to asylum and immigration, including housing and community safety policies focused on the specific needs of overseas arrivals through official resettlement or relocation programs, with attention to preventing homelessness, ending rough sleeping, and supporting vulnerable groups such as unaccompanied minors and care leavers.</p>
Stakeholder engagement	
14	Work collaboratively with relevant council services, including housing, community safety, education and health, to ensure a coordinated approach to addressing migration pressures and their impacts.
15	Serve as the key point of contact for senior officers and elected members, providing regular briefings, updates and evidence-based reports to support strategic decision making and policy development.
16	Represent the council in discussions with the Home Office, Clear Springs, and other central government bodies, advocating for local needs and ensuring alignment with national policies
17	Build and maintain strong working relationships with statutory services, voluntary sector organisations and other key partners to promote effective collaboration, early intervention and community support.
18	Engage with community leaders and local organisations to support integration initiatives, address community concerns and communicate the council's migration strategies effectively.
Regional Collaboration	

19	Build and maintain partnerships with neighbouring local authorities to address shared migration challenges, share insights and coordinate efforts, and develop cohesive regional strategies that improve service delivery and integration.
20	Represent the council in regional forums, partnerships and collective discussions ensuring the region's collective needs and priorities are effectively communicated to central government and other external bodies.

Supervision Received	The post holder will operate with supervision, reporting to the Service Director of Economy and Housing
Supervision Given	None
Contacts & Working Relationships	Ensure effective relationships with services across the council including housing
Management of resources or budget	The postholder will be responsible for any specific project budgets.
Special Factors	The postholder must be able to attend external or evening meetings if required.
Working arrangements	This role will offer some hybrid working, subject to business needs. Hybrid working is a voluntary, non-contractual arrangement, and your office will be your contractual place of work. Initially you will need to work within the Civic Centre to undertake essential training and induction, this will be a great opportunity to meet members of the team and colleagues across the Council.

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	Educated to degree level or equivalent	
Technical Skills.	Essential	Desirable
	<p>Research, evaluation and analysis skills.</p> <p>Demonstrable experience of monitoring and evaluating strategies or policies including target setting, monitoring and evaluation methods.</p> <p>Excellent organisational skills and workload management skills.</p> <p>Ability to work collaboratively with senior officers, Elected Members, managers, staff, colleagues and partners.</p>	<p>Partnership working and negotiation skills.</p> <p>Programme or Project management qualification or demonstrable experience in supporting projects and/or programmes.</p>
Knowledge	Essential	Desirable
	<p>In depth knowledge of asylum process, issues affecting refugees, those seeking asylum and other arrivals from overseas. Working knowledge of the activities, aims and objectives of other agencies working to support them, eg the Home Office, Clearsprings Ready Homes.</p> <p>Knowledge of and ability to interpret Government legislation, policy and guidance to inform the development of local strategies, policies and procedures which are compliant with national requirements and represent good practice</p> <p>Knowledge of prevention of homelessness legislation, policy and procedure.</p>	<p>Knowledge of local government structures, process and issues, including awareness of the financing of housing schemes.</p> <p>Experience and knowledge in accessing external funding streams for housing developments.</p> <p>Knowledge of housing or migration</p>

Experience		Essential	Desirable
		Managing budgets Project management Partnership working	Experience of working withing within a local authority Bidwritting
Other		Essential	Desirable
		Self-starter, team player, highly organised and driven individual, with a strong ability to deliver and achieve results. Ability to inform and influence senior internal and external stakeholders in key decisions. Excellent, written, oral communication skills and IT literacy	
Completed by:	Helen Armstrong Christie	Date: 23 May 2025	