

Migrant Voice Campaign Organiser

JOB DESCRIPTION

Name of organisation: Migrant Voice

Project: MV Campaigns

Job title: Campaign Organiser

Responsible to: Director

Responsible for: Volunteers

Working hours: 9-5 or 10-6. This may include some evening and weekend work (as some of our activities will take place in the evening).

Where: the worker will be based at our London office

Start Date: March 2020 to be agreed with the successful applicant

Contract: 2 days per week for 6 months. This is a fixed term post (with the potential to be extended/increased subject to funding.)

Salary: £26,000 (pro rata)

Date written: 22.01.2020

About MV

Migrant Voice is a migrant-led organisation established to develop the skills, capacity and confidence of members of migrant communities, including asylum seekers and refugees. We work to amplify migrant voices in the media and public life to counter xenophobia and build support for our rights.

Job summary

The post holder will play an important role in developing and implementing the organisation's policy positions and campaign strategy and lead on developing advocacy and influencing strategies for specific campaigns to drive positive change for migrants.

The campaign organiser role includes drawing up strategies for our campaign areas, undertaking information gathering and research, building coalitions with stakeholders, producing materials, and supporting individuals affected to speak out in the campaigns for policy change. The post holder will work closely with the Director and the Communications Officer and other staff.

Main duties and responsibilities

Working closely with the Director, the Communications Officer and other staff at Migrant Voice, you will:

- Take a lead role in developing clear and coherent strategies for our campaigns including undertaking research into the best angles to focus on.
- Write and produce materials to explain our campaigns for a range of audiences, including the media.
- Build networks and work with other organisations and stakeholders.
- Build relations with and lobby opinion formers at local, national levels.
- Scope, develop and write relevant policy/campaigning documents, including consultation responses, campaigning reports, project reports, briefings, etc.
- Train, mentor and support people with lived experience to enhance their capacity and confidence to tell their stories on policy platforms and through blogs, social media and other campaign materials.
- Engage participants with lived experience (ensuring diverse representation) in all aspects of work including input into planning and policy development and engagement in campaign actions and events.
- Create policy/issues briefings based on migrants' experiences raised at our activities and disseminate to policy makers.
- Contribute to developing a broader campaign strategy for the organisation
- Develop and implement clear work plans to ensure meeting targets.
- Evaluate campaigns' effectiveness, highlighting any missed opportunities and learning points as a way of promoting continuous improvement
- Prepare evaluation reports and updates on campaigns for Trustees, funders or other stakeholders

Other duties

- Undertake administrative duties related to the project including collecting data and keeping records, etc.
- Participate in supervision meetings, regular team meetings and other meetings as required.
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities and confidentiality policies ensuring accessibility, equality and diversity in all activity
- Ensure data is handled in accordance with GDPR legislative requirements
- As a small team you will be contributing to the effective operation of MV, encouraging a co-operative and supportive environment within the organisation.
- Adhere to project budget and undertake regular financial reporting.
- Work flexibly alongside other members of the MV team to take on reasonable tasks as appropriate over and above those set above.

Person Specification

Job title: Campaign Organiser

Essential Criteria

Education

- Degree level education

Experience

- Experience of working on campaigns in the UK
- Experience supporting/developing and implementing a campaign strategy ideally with an NGO
- Experience of translating complex ideas into simple concepts, messaging and popular campaigns for a variety of public audiences
- Experience of researching and writing campaign briefings and materials

Desirable criteria

- Experience of influencing decision-makers
- Experience of identifying and developing effective and appropriate relationships/partnerships with media, policy makers and other stakeholders
- Experience of working with grassroots groups and/or migrants on social justice issues in the UK
- Experience of working with the media

Knowledge, Skills and Abilities

- Knowledge of what makes a good campaign strategy
- Knowledge of the working of UK parliamentary activity
- Excellent written and verbal communication skills with a wide range of people and audiences
- A good understanding of the British media landscape
- Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines
- Excellent computer skills
- Sensitivity and discretion in dealing with confidential information
- Ability to work flexibly, including outside normal office hours when required, with the occasional travel with overnight stay

Desirable criteria

- Good knowledge of the key issues that affect migrants and refugees
- Experience of working with migrants and refugees