

Migrant Voice

Advocacy and Campaign Manager

JOB DESCRIPTION

Name of organisation: Migrant Voice

Job title: Advocacy and Campaign Manager

Position: Full time

Responsible to: Director

Responsible for: Volunteers

Working hours: Monday-Friday full time. 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. Some hybrid working can be negotiated.

Start Date: July 2023 to be agreed with the successful applicant

Contract: Two-year fixed contract

Salary: £30,000-33,000

Date written: 26.05.2023

Job summary

The Advocacy and Campaign Manager will ensure migrants are at the centre of and leading campaigning for their rights, and will support the individuals affected to speak out.

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 role includes building coalitions with stakeholders, and producing effective materials to influence policy makers and others.

The role include a particular focus on driving forward our campaign for a fairer visa and immigration system, building on our work to date.

The post holder will work closely with the staff team.

About Migrant Voice

Migrant Voice is a migrant-led, national organisation which is building a community of migrants to speak for ourselves and call for justice for all.

We put migrant voices at the centre of the migration debate by developing the skills and confidence of migrants, including asylum seekers and refugees to speak out in the media and on public and political platforms to create positive change.

We work with all migrants, including refugees and asylum-seekers, across our hubs in London, West Midlands and Glasgow.

Main duties and responsibilities

- Take a lead role in developing clear and coherent strategies for our campaigns including milestones, regular review and exit plan.
- Engage and support migrants to take a lead in campaigning for their rights, including planning and policy development, campaign actions and events.
- Organise training sessions and support migrants to enhance their capacity and confidence to speak out on policy platforms, in the media, and to the public.
- Support migrants throughout the process of speaking out to the media and policy makers including meeting with their MPs including organising lobbies in Parliament
- Support the running of the steering group for the project.
- Build connections and coalitions with other organisations and stakeholders.
- Build relations with and lobby opinion formers at local, national levels.
- Scope, develop and produce high-quality campaign content and messaging based on migrants' experiences, for a range of audiences including: consultation responses; briefings; campaign updates; creative and audio-visual content, etc.
- Evaluate the effectiveness and impact of our campaign work and draw and implement the learning including preparing evaluation reports.
- Together with the staff team:
 - Organise and facilitate safe space meetings to explore the issues and how they are affecting migrants; build knowledge and capacity; build solidarity with other stakeholders and develop a strategy/plan of action.
 - Undertake outreach and work with migrant individuals and communities affected.
 - Conduct interviews and produce case studies of migrants affected by the issues campaigned on.
 - Support migrants to create social media content including photos and short videos.

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.
- Recruit and support volunteers to assist in the project.
- 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.
- Develop and implement clear work plans to ensure meeting targets.

Person Specification

Job title: Advocacy and Campaign Manager

Essential Criteria

Education

- Degree level education

Experience

- At least 4 years' experience of working on campaigns in the UK
- Experience 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 effective campaign briefings and materials
- Experience of working with migrants and refugees
- Experience in organising and facilitating meetings/training/events
- Experience of working with and supporting staff and/or volunteers

Skills and abilities

- Proven ability to develop effective relationships/partnerships with media, policy makers and other stakeholders.
- Excellent written and verbal communication skills with a wide range of people and audiences.
- Ability to translate complex ideas into simple concepts, messaging for a variety of public audiences.

- Proven ability to prioritise and manage a varied workload, taking initiative and often working to clashing deadlines.
- Excellent computer skills, organisational and administrative 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.

Knowledge

- Excellent knowledge and understanding of how to influence local and national policy-makers and other campaign targets.
- Excellent knowledge of the workings of the UK parliament and its processes.
- Excellent knowledge of the key issues that affect migrants and refugees.
- Good understanding of the British media landscape.
- Good knowledge of evaluation, impact and monitoring techniques.