



## **Migrant Voice**

### **Communications Coordinator**

#### ***JOB DESCRIPTION***

**Name of organisation:** Migrant Voice

**Job title:** Communications Coordinator

**Position:** Full time

**Responsible to:** Director

**Responsible for:** Communications staff and volunteers

**Salary:** £37,000 circa (plus 3% annual increase)

**Working hours:** 9-5 (inclusive of 1 hour lunch). To include some evening and weekend work (some of our activities will take place in the evening).

**Where:** At our London, Glasgow or Birmingham office – hybrid working can be negotiated

**Start Date:** March/April, 2023 to be agreed with the successful applicant

**Contract:** Three-year fixed contract

**Date written:** 04.01.2023

#### **Job Summary**

We are looking for a full-time Communications Coordinator to lead the communications work of the organisation and our small communications team. The post holder will strengthen and transform our communications and enhance how we communicate the organisation's role, vision, priorities and activities and ensure positive and balanced coverage in the media.

The Communications Coordinator will lead the work to bring migrants' authentic voices into the media and migration debates and strengthen the communications capacity of the organisation and our members in London, Birmingham and Glasgow.

The ideal candidate will have experience of implementing ambitious and creative communications strategies for small organisations that want to have a big impact. You will have an active interest in current affairs and the issues surrounding migration to the UK, knowledge of channels and a collaborative approach that puts migrants, refugees and asylum seekers at the core of our communications.



This is a hands-on role with both strategic work and operational communications delivery. You should be a self-starter, able to work effectively within a small team and to tight deadlines including producing high level written material and media copy including editorials and news releases.

### **About Migrant Voice**

Migrant Voice is a migrant-led, national organisation which builds a community of migrant voices to speak for themselves and to set the agenda on migration and address structural inequalities that surround migrants and shape society.

Our campaigns have featured in the Guardian, on BBC Newsnight, ITV News and across other national and regional media. We believe that first-hand accounts of the lived experience of migrants to the UK are the only way to challenge misconceptions. We work with all types of migrants, including refugees and asylum-seekers, across the UK with campaigns/advocacy to achieve migrants' rights and justice for all.

### **Main duties and responsibilities**

We will require the Communications Coordinator to work closely with senior management and the Communications team and lead on the delivery of the areas of work below:

- Embed our new communications strategy into the working practices and systems of the organisation.
- Develop and optimise Migrant Voice's key messages and identify opportunities to achieve our communications objectives.
- Lead our communications work ensuring that what and how we communicate is leading to the change we want to see in line with our strategy.
- Manage the communications infrastructure for the organisation, including managing the small comms team ensuring a collaborative working environment.
- Build on our unique 'Meet the Editors' programme and with the comms team continue to organise, publicise and facilitate events and meetings between migrants and journalists and editors, to enable dialogue about migration and migrants' experiences to take place and create opportunities for and influence media stories.
- Build and develop relationships with media contacts and increase opportunities for members' contributions to radio, TV, print and social media outlets, as well as to MV's own communication channels.
- Manage our website and social media channels and their content and style.
- Daily contact with senior officers and staff in potentially all areas of the organisation to support on projects, campaigns, and organisational public relations.
- Produce high-level written material and media copy including editorials, promotional materials and news releases.
- Create policy/issues briefings based on migrants' experiences raised at our activities and disseminate to policy makers.



- Together with the comms team work to raise the profile of migrants' issues in the media and create opportunities for migrants' voices to be heard, including rapidly responding to news stories, planning our proactive strategy, brokering interviews and other media opportunities, pitching and responding to media enquiries.
- Train, mentor and support migrant individuals and groups to enhance their capacity and confidence in speaking with the media.
- Evaluate media and public relations activity to assess its effectiveness, impact and value and uses the results to influence future strategy and work plans.
- Work independently, including undertaking your own administrative duties related to the work.
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities and confidentiality.
- Work flexibly alongside other members of the MV team to take on reasonable tasks as appropriate over and above those set above.

### **Further Information**

#### **Application:**

Individuals interested in applying should send an up-to-date CV, a completed equal opportunities form and a maximum of 4 A4 pages (no additional attachments please) describing their skills, experience, suitability and approach to the work to be undertaken.

#### **Deadline for applications:**

Thursday 2 February, 2023 at 9am. Interviews with those short-listed will take place on Tuesday 7 February, 2023, in person.

#### **Person Specification**

**Job title: Communications Coordinator**

#### **Essential Criteria**

##### **Education**

- Degree level education in an area relevant to the post

##### **Experience**

- At least 4 years' experience of working in communications in the UK
- A proven track record in developing and implementing a communications strategy for an organisation, ideally an NGO
- A proven track record in communicating proactively with journalists, including identifying, preparing and pitching stories



- A proven track record in creating engaging and high-quality media content
- Strong experience of using current and emerging digital and social media channels
- Experience of retrieving information quickly and accurately using a variety of sources
- Experience in delivering training
- Experience of working with and supporting staff and volunteers

### **Skills and abilities**

- Excellent communication and editorial skills as well as ability to tell a good story
- Good analytical skills; able to identify key points from complex materials and sources and condense information into accurate audience-friendly documents in a timely manner
- Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines
- Professional interpersonal and communications skills with the proven ability to develop effective relationships with media and other stakeholders
- Excellent project management and organisational skills
- Ability to be self-directing, work on own initiative and be flexible
- Have a commitment to opening up opportunities for migrants and refugees
- 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

### **Knowledge**

- Demonstrable excellent understanding of the working of the British media
- Good knowledge of the key issues that affect migrants and refugees in the UK.
- A professional knowledge of principles, procedures, methods and techniques of proactive and reactive media work
- Good knowledge of evaluation and monitoring techniques

### **Desirable criteria**

- Experience of working with migrants and refugees