



Migrant Voice

Communications Officer

JOB DESCRIPTION

Name of organisation: Migrant Voice

Job title: Communications Officer

Position: Full time

Responsible to: Director

Responsible for: Volunteers and Communications interns

Salary: £32,888 (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 office

Start Date: 1 July, 2022 to be agreed with the successful applicant

Contract: Three-year fixed contract

Date written: 10.05.2022

Job Summary

We are looking for a full-time Communications Officer to lead the communications work of the organisation. The post holder will be creating and embedding a new communications strategy to 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 Officer 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 developing and 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.

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 misconception. We work with all types of migrants, including refugees and asylum-seekers, across the UK with campaign/advocacy to achieve migrants' rights and justice for all.

Main duties and responsibilities

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

- Create an ambitious communications strategy compatible with our new strategic plan and Theory of Change including undertaking a review of our channels and key audiences.
- Embed the new communications strategy into the working practices and systems of the organisation, and train and support the staff team to implement it.
- 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 our website and social media channels and their content and style.
- Build on our 'Meet the Editors' programme and 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.
- 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.
- 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.

Further Information

Application:

Individuals interested in applying should send an up-to-date CV 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:

Monday 6 June, 2022 at 9am. Interviews with those short-listed will take place on Tuesday 14 June, 2022, in person at our London office.

Person Specification

Job title: Communications Officer

Essential Criteria

Education

- Degree level education in communication/media/or other qualifications 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 volunteers
- Experience of supporting a team and being a team player

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 audience-friendly documents
- Excellent eye for detail and experience of producing accurate written 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