

## **JOB DESCRIPTION: Birmingham Network Community Worker**

**Name of organisation:** Migrant Voice

**Job title:** Birmingham Network Community Worker

**Responsible to:** the Director

**Responsible for:** Volunteers

**Salary:** £28,000 (pro rata)

**Working hours:** 3 days per week, 8 hours per day (inclusive of 1 hour lunch). To include some evening and weekend work

**Where:** At our Birmingham office

**Contract:** Fixed term contract from 1 May 2023 to 30 April, 2025

**Date written:** 01.04.2023

### **Job summary**

The Birmingham Network Community Worker will strengthen our base and core work through reaching out to and engaging migrant individuals and communities in our activities.

This will include: Running our Birmingham office; establishing new connections with a number of migrant communities and increasing our network membership and engagement; engaging migrants in conversations about issues affecting them and developing and supporting activities that address these; together with the MV team running our Migrant Media Lab activities in the West Midlands, and supporting our members to speak out in the media and on policy platforms.

### **Background**

Our national UK Migrant Voices for Change Network (UKMVC) is the foundation for all our work across our regions and our Birmingham office runs our West Midlands hub. Our network's membership base is made up of migrants from a diverse range of communities, alongside UK citizens, journalists, academics, and colleagues from the migration justice sector.

Through the UKMVC network hubs we bring communities together and engage in activities to ensure migrants have the skills, confidence, tools and platforms to speak out in the media, campaign or advocate for migrants' rights. The aim is always to create positive change for migrants, bringing about social justice and campaigning against discrimination, xenophobia, racism and unjust policies. These changes benefit everybody in society.

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### **The post holder will undertake the following:**

- Strengthen the development of our network in the West Midlands.
- Conduct outreach and build relationships and strengthen collaboration with a number of migrant groups and organisations.
- Increase our network membership as well as engage existing West Midlands network members in our work and activities.
- Organise regular community network meetings providing safe spaces for migrants to come together and discuss issues and policies affecting their lives leading to the development of an action plan, and build knowledge, capacity and solidarity.
- Work with the MV team to:
  - Organise and run our Migrant Voice Media Lab activities and recruit and coordinate the volunteers delivering the sessions.
  - Support migrants to speak to the media, on policy platforms, advocate for their rights and engage in our campaigning activities.
- Work collaboratively with organisations working on similar issues/campaigns to maximise impact and influence change.
- Strengthen the steering group and support and facilitate its meetings.
- Ensure the smooth running of our office in Birmingham
- Recruit and support volunteers to assist in the network activities including the setting up issues-based groups.
- Ensure fulfilment of the project plan, including delivery of targets and milestones
- Undertake the monitoring and evaluation of the project and undertake an annual review of our activities.
- Adhere to project budget and undertake regular financial reporting.
- Undertake administrative duties related to the project including collecting data and keeping records, etc.

### **General duties**

- Participate in supervision meetings, regular team meetings, members meetings, and AGMs as required
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities and confidentiality policies
- Cooperate with other staff, management and members and be responsible for the effective operation of MV, encouraging a supportive and productive environment within the organisation
- Share information and experience with others within the organisation
- When necessary and appropriate take on reasonable tasks over and above those set above

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### **Person Specification**

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### **Essential Criteria**

#### **Education**

- Degree level education or other qualifications relevant to the post.

#### **Experience**

- At least 3 years' experience of working with migrants and refugees
- Experience of working in a variety of sectors with at least 3 years' experience in the voluntary sector
- At least 3 years' community development experience
- Strong experience in network development, outreach and engaging stakeholders
- Experience of bringing different communities together
- Experience in project development and management
- Experience of working with and supporting volunteers
- Experience in organising and/or facilitating training
- Experience of monitoring and evaluating projects

#### **Skills and abilities**

- Excellent written and verbal communication skills and ability to prepare reports
- Confidence to work effectively with a range of people
- Excellent project management and organisational skills
- Ability to organise and facilitate meetings and events
- Ability to be self-directing, work on own initiative and be flexible
- Ability to implement equal opportunities practices
- Have a commitment to opening up opportunities for migrants and refugees
- Excellent computer skills

#### **Knowledge**

- Strong knowledge of the key issues that affect migrants and refugees
- Knowledge of key migrant community organisations and other stakeholders working on migration
- Knowledge of the 'migration debate' and how migrants are portrayed in the media

#### **Desirable criteria**

- Speaking languages other than English