

Migrant Voice

Temporary Communications and Project Assistant

JOB DESCRIPTION



Name of organisation: Migrant Voice

Job title: Communications and Project Assistant

Responsible to: Director

Salary: £25,750 (pro-rata)

Working hours: 4 days per week, 9-5 (including a one-hour lunch break), to include some evening and weekend work

Contract: temporary 6 months – starting in June, 2022 (possibility of extension, subject to funding)

Where: to be based at our London office

Date written: 13/05/2022

Job summary:

The Communications and Project Assistant will assist our Senior staff team with project administration and communications.

The post holder will work with the team to strengthen the organisations' communications platforms, including website and social media, and assist with our work to bring migrants' authentic voices into the media and migration debates.

The post holder will also assist with administration of projects, including monitoring and evaluation.

Main duties and responsibilities

The Communications and Project Assistant will:

- Assist with maintaining the Migrant Voice website, and social media platforms, including undertake production of online content, videos and graphics.
- Produce and assist with delivering high-level written material and media copy including news releases to target external audiences.

- Work with the Communications team to support migrants' contributions to mainstream media: radio/TV/print/online, as well as to MV's media platforms.
- Publicise and help plan Migrant Voice events and meetings and support the logistics and administration around the event.
- Handle members' and media enquiries effectively, working with the MV team to ensure appropriate and rapid responses.
- Assist with the monitoring and evaluation of the progress of the project including data collection.
- Work closely with the MV staff and projects at Migrant Voice, including assisting with other project administration as necessary.

Other 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.
- With other staff, management and members be responsible for the effective operation of MV, encouraging a co-operative and supportive environment within the organisation.
- Adhere to project budget and support with undertaking regular financial reporting.

Person Specification

Job title: Communications and Project Assistant

Essential Criteria

Education

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

Experience

- At least 1 years' experience of working in a communication related capacity in the UK.
- At least 1 years' experience of project administration or support.
- Good experience of using current and emerging digital and social media channels including creating strong graphics, audio-visuals and updating websites.
- Experience of undertaking research and conducting interviews.
- Experience of retrieving information quickly and accurately using a variety of sources.

- Experience of supporting a team and being a team player.

Skills and abilities

- Excellent written communications skills; good eye for detail and experience of producing accurate written documents in a timely manner.
- Good analytical skills; able to identify key points from complex materials and sources and condense information into audience-friendly documents.
- Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines.
- Professional interpersonal skills with the ability to develop effective internal relationships.
- Have a commitment to implementing equal opportunities practices.
- Have a commitment to opening up opportunities for migrants and refugees.
- Excellent computer skills.
- Sensitivity and discretion in dealing with confidential information.

Knowledge

- Demonstrable good understanding of the working of the British media.
- Good knowledge of the key issues that affect migrants and refugees.

Desirable criteria

- Experience of working with migrant communities.
- Knowledge of evaluation and monitoring techniques.
- Working with or engaging with the media.