

JOB DESCRIPTION

Name of organisation: Migrant Voice

Project: 'Migrant Voice for Change Network' – Glasgow

Time period: 6-7 months (to start in September)

Position: Part time worker (2 days per week)

Title: Community Researcher

Responsible to: Director

Responsible for: Volunteers

Working hours: 9-5 to include some evening and weekend work.

Salary: £26,164 pro rata

Contract: fixed contracts to end March 31, 2022

Where: to be based at our Glasgow office (we are currently working from home until safe to return to the office)

Start Date: September

Date written: 23/07/2021

Job summary:

To conduct a scoping exercise and produce an internal report outlining how Migrant Voice can continue to strengthen our base and core work in Glasgow.

This will include: developing a scoping exercise methodology that involves our members and community activities; establishing new connections with a number of migrant communities (including refugees and asylum seekers) and increasing our network membership; undertaking a scoping exercise on the issues affecting migrants in Scotland and engaging members in conversations and activities that address these.

RESPONSIBILITIES

- Undertake a scoping exercise, collect and analyse the data in consultation with Migrant Voice staff team and produce an internal report on the issues affecting migrants in Scotland (including consulting with network members on their priorities)
- Organise 2-3 community network meetings providing safe spaces for migrants to come together, discuss issues and policies affecting their lives and take part in scoping exercise

- Organise regular monthly drop-in days for migrants to come and find out more about our work, raise issues of concern, connect to other migrants, and get information, support and signposting where needed
- Work closely with the MV staff team to organise a number of other core activities such as media training and campaigning
- Strengthen the development of the Glasgow Migrant Voices for Change Network
- Conduct outreach and build relationships with a number of migrant groups and organisations (at least ten)
- Increase our network membership as well as engage existing Glasgow network members in our work
- Work with MV staff team to support members' contributions to mainstream media and MV's website when relevant
- Work closely with the Glasgow steering group
- Produce publicity materials for our work in Scotland

General duties

- Undertake organisational and administrative duties related to the project including collecting data and keeping records, etc.
- Adhere to project budget and undertake regular financial reporting
- Monitor and evaluate the progress of the project incl. ensuring data entry is up to date
- Participate in supervision meetings, regular team meetings, and AGMs as required
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities, data protection, confidentiality and other relevant 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

Person Specification

Job title: Community Researcher

Essential Criteria

Education

- Degree level qualification in a relevant topic or equivalent level skills

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
- Experience in project development and management
- Experience of undertaking community research, consultation, data collection, data analysis and writing reports
- At least 3 years' community development experience
- Experience of bringing different communities together
- Strong experience in network development, outreach and engaging stakeholders

Skills and abilities

- Confidence to work effectively with a range of people
- Ability to organise and facilitate meetings and events
- Excellent written and verbal communication skills and ability to write reports
- Excellent project management and organisational skills
- Excellent research skills
- 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
- Evaluation and monitoring techniques

Desirable criteria

- Experience of working/liaising with the media and policy makers