

JOB DESCRIPTION

Name of organisation: Migrant Voice

Job title: Glasgow Network Project Assistant

Responsible to: the Glasgow Network Coordinator

Responsible for: Volunteers

Salary: £23,500 (pro rata)

Working hours: 3 days per week, 8 hours per day (inclusive of 1 hour lunch, based at our office in Garnethill). To include some evening and weekend work in various Glasgow venues.

Contract: 1st of April 2023 (or sooner) till March 31, 2026.

Date written: 24.01.2023

Job summary:

Working with the Glasgow network coordinator to ensure the smooth running of our activities in Scotland and to reach out to and support migrants in engaging in our activities and in media debates on migration in order to raise the profiles of our issues, address our lack of representation and to combat xenophobia and hostility. The post holder will also assist with administration of projects, including monitoring and evaluation.

Project outline

Our Glasgow Network is part of our UK Migrant Voices for Change Network (UKMVC) which is the foundation for all our work across our regions and hubs. 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 hubs we 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, as well as our representation in Art Galleries, museums and other public spaces.

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.

The post holder will undertake the following:

- Working with the Glasgow network coordinator to plan and deliver activities, which include:
 - Organise network meetings to explore the issues of the day and how they are affecting migrants through discussions; build knowledge and capacity, as well as solidarity with other stakeholders and develop a plan of action

- Support migrant individuals and communities in engaging in our activities and media work and collect case studies when relevant
- Organise media lab sessions (tailored training/mentoring/briefing sessions) including recruiting trainers
- Undertake administrative duties related to the projects including collecting data and keeping records, etc.
- Assist with the monitoring and evaluation of progress, including data collection
- Assist with the regular financial reporting of the activities, adhering to the budgets
- Maintain the internal communication of the network members through social media and other tools and promote Migrant Voice's activities on social media and beyond

Other General duties

- Recruit and support volunteers to assist in our projects
- 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
- Work flexibly alongside other members of the MV team to take on reasonable tasks as appropriate over and above those set above.

Person Specification

Job title: Glasgow Network Project Assistant

Essential Criteria

Education

- Good educational background (to at least Higher National Certificates HND/ Higher National Diploma level) or equivalent professional experience

Experience

- At least two years' experience in a project assistant or administrative role
- Experience of working with migrants and refugees
- Experience in organising meetings/training/events
- Experience using MS Office Suite including Excel & PowerPoint
- Experience of working with spreadsheets and monitoring systems
- Experience of using current and emerging digital and social media channels
- Experience of working with and supporting staff and volunteers

Skills and abilities

- Excellent organisational skills with proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines
- Excellent computer skills, including spreadsheets, shared documents and forms
- Excellent administrative and record keeping skills
- Excellent written and verbal communication skills
- Professional interpersonal skills with the proven ability to develop effective relationships with stakeholders
- 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
- Sensitivity and discretion in dealing with confidential information
- Ability to work flexibly, including outside normal office hours when required

Knowledge

- Good knowledge of the key issues that affect migrants and refugees
- Good knowledge of evaluation and monitoring techniques

Desirable

- Graphic design skills
- Speaking languages other than English