

JOB DESCRIPTION

London Network worker

Name of organisation: Migrant Voice

Project: Migrant Voices for Change Network - London

Job title: London Network worker

Responsible to: Director

Responsible for: Volunteers

Salary: £28,000 (pro-rata) plus a 3% annual increase

Working hours: 4 days per week, 9-5 to include some evening and weekend work

Where: At our London office

Contract: 3 years

Start Date: June/July 2022

Date written: 13/05/2022

Job summary:

To support the organisation in strengthening our base and core work in London.

This will include: 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 develop activities that address these; running our Migrant Media Lab activities in London and supporting and mentoring our members to speak out in the media and advocate for their rights.

Main duties and responsibilities

- Strengthen the development of the London Migrant Voices for Change Network
- Conduct outreach and build relationships with a number of migrant groups and organisations
- Increase our network membership as well as engage existing London network members in our work
- Organise regular community network meetings providing safe spaces for migrants to come together and discuss issues and policies affecting their lives
- 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 with MV staff team to support members' contributions to mainstream media and MV's website when relevant
- Produce publicity materials for our work in London
- Run our Migrant Voice Media Lab activities and recruit and coordinate the volunteers delivering the sessions.
- Coordinate the delivery of training in media work on topics such as blogging, using social media, media interview skills, etc.
- Take part in regular mentoring/lab sessions to support members in producing media outputs and other activities to have their voices heard.
- Working with the MV team to build contact with civil society organisations and other stakeholders to facilitate participation in the project' activities
- Working with the MV team to broker media outputs of migrants in mainstream media: radio/TV/print/social media etc. as well as support members' contributions to MV's website and newspaper.
- Working with the MV team to support migrants to speak on policy platforms and advocate for their rights and engage in our campaigning activities.

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
- Work flexibly alongside other members of the MV team to take on reasonable tasks as appropriate over and above those set above.
- 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: London Network worker

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 delivering training

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 motivate others and work creatively with them to develop new opportunities
- 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/liasing with the media and policy makers