

Migrant Voice
Communications Officer



JOB DESCRIPTION

Name of organisation: Migrant Voice

Project: Migrant Voice Meet a Migrant

Job title: Communications Officer

Position: Full time

Responsible to: Director

Responsible for: Volunteers

Salary: £31,000

Working hours: 8 hours per day (inclusive of 1 hour lunch). To include some evening and weekend work (some of our activities will take place in the evening).

Where: London. Currently the London office staff are all working from home, the post holder will be working remotely until the staff return to our office near Kings Cross

Start Date: March 1, 2021 to be agreed with the successful applicant

Contract: Fixed contract until 31 October, 2021

Date written: 07.12.2020

Job summary:

To implement Migrant Voice's communications strategy to support our aims to bring migrants' authentic voices into the media and migration debates and strengthen the communications capacity of the organisation and its members in London, Birmingham and Glasgow. As a key part of this work, the post holder will continue Migrant Voice's 'Meet a Migrant' project to further develop and implement its last phase. The project works to increase migrants' voices and influence on media stories, policy and practice.

MAIN DUTIES AND RESPONSIBILITIES

- Update and implement our communications strategy to promote the organisation and further its aims on internal and external platforms including social media, and mainstream media.
- Raise the profile of migrants' issues in the mainstream media and create opportunities for migrants' voices to be heard, including rapidly responding to news

stories, planning our proactive strategy, identifying and brokering interviews and other media opportunities, engaging and pitching to journalists, responding to media enquiries.

- Build on our 'Meet the Editors' programme and continue to organise, publicise and facilitate events and meetings between migrants and journalists and editors, to enable dialogue about migration and migrants' experiences to take place and create opportunities for and influence media stories.
- Build and develop relationships with media contacts and increase opportunities for members' contributions to radio, TV, print and social media outlets, as well as to MV's own communication channels.
- Manage the organisation's communications infrastructure including website, and social media as well as producing online content.
- Produce the organisation's high-level written material and media copy including positions, editorials and news releases to target external audiences.
- Train, mentor and support migrant individuals and groups to enhance their capacity and confidence in speaking with the media.
- Create policy/issues briefings based on migrants' experiences raised at our activities and disseminate to policy makers.
- Lead on ensuring that all stakeholders in the organisation are fully briefed on developments in the media and wider public debate on migration.
- Work closely with the Director and other staff and projects at Migrant Voice, including supporting the projects with media training.
- Coordinate Communications volunteers and create a positive team environment.
- Help develop and optimise Migrant Voice's key messages.
- Develop a bank of strong media case studies.
- Implement the learning from Migrant Voice's toolkit on engaging migrants with the media.
- Monitor and evaluate the progress of the project.

Other duties

- Undertake administrative duties related to the project including collecting data and keeping records, etc.
- Work in partnership with stakeholders, build new links and contacts and share the learning.
- 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.

- As a small team you will be involved in the day-to-day running of the organisation; contributing to the effective operation of MV, encouraging a co-operative and supportive environment within the organisation.
- Adhere to project budget and undertake regular financial reporting.
- 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: Communications Officer

Essential Criteria

Education

- Degree level education in communication/media/or other qualifications relevant to the post

Experience

- At least 3 years' experience of working in communications in the UK including regular contact with the media and/or journalistic experience
- A proven track record in developing and implementing a communications strategy for an organisation, ideally an NGO
- A proven track record in communicating proactively with journalists, including identifying, preparing and pitching stories
- A proven track record in creating engaging and high quality media content
- Experience of retrieving information quickly and accurately using a variety of sources
- Experience in organising and facilitating meetings/events
- Experience of overseeing a project from inception to completion
- Experience of using current and emerging digital and social media channels
- Experience in delivering training
- Experience of working with and supporting volunteers
- Experience of supporting a team and being a team player

Skills and abilities

- Excellent communication and editorial skills as well as ability to tell a good story
- Good analytical skills; able to identify key points from complex materials and sources and condense information into audience-friendly documents

- Excellent eye for detail and experience of producing accurate written documents in a timely manner
- Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines
- Professional interpersonal and communications skills with the proven ability to develop effective relationships with media and other stakeholders
- Excellent project management and organisational 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
- Sensitivity and discretion in dealing with confidential information
- Ability to work flexibly, including outside normal office hours when required, with the occasional travel with overnight stay (if and when safe to do so)

Knowledge

- Demonstrable excellent understanding of the working of the British media
- Good knowledge of the key issues that affect migrants and refugees
- A professional knowledge of principles, procedures, methods and techniques of proactive and reactive media work
- Good knowledge of evaluation and monitoring techniques

Desirable criteria

- Experience of bringing different communities together
- Experience of working with migrants and refugees
- Experience in community development