



JOB DESCRIPTION

Name of organisation: Migrant Voice

Job title: London Project Worker

Responsible to: the Director and the Project Coordinator

Responsible for: Volunteers

Salary: £28,000 (pro rata)

Working days: 3 days per week, 8 hours per day (inclusive of 1 hour lunch). To include occasional evening and weekend work

Contract start date: 1 March 2021

Contract end date: 28 February 2023

Date written: December 2020

Job summary:

To support the delivery of our project activities in London to develop the capacity and confidence of migrants to speak effectively about the impact of extortionate visa fees on their lives, engaging directly with media and policymakers to advocate for a fairer immigration system.

The role includes organising meetings and training, conducting outreach, undertaking research interviews, producing briefings, and supporting individuals affected to speak out in campaigns for policy change while engaging them throughout the process. The post holder will work closely with the Project Coordinator and other staff.

Project outline

This project aims to develop the skills and confidence of migrants to speak to media and policy makers about their lived experience and the impact of extortionate visa fees on their lives – and to lead a campaign to advocate for a fairer immigration system where visa fees are affordable so no one is forced into poverty.

The project will work with migrants directly affected by high visa fees and other relevant stakeholders. It will produce briefings and a report capturing the experiences and recommendations of those with lived experience. It will organise meetings and training and create opportunities for migrants to speak out and advocate for the change they seek.

The post holder will undertake the following:

- Support the Project Coordinator in developing and implementing a strategy and plan for the project's activities
- Together with the Coordinator, organise and facilitate safe space meetings: to explore the issues and how they are affecting migrants through discussions; build knowledge and capacity by inviting guest speakers/experts; build solidarity with other stakeholders and develop a strategy/plan of action

- Identify target groups and undertake outreach to migrant individuals and communities affected
- Together with the Coordinator conduct interviews and produce case studies, briefings and a report, disseminating these to policy makers
- Organise training sessions (tailored training/mentoring/briefing sessions) including recruiting trainers when required
- Work with the Communications team to establish contact with local and regional journalists and support building relationships between journalists and migrants
- Work with the Communications team to pro-actively pitch stories to journalists and support migrants throughout the process of speaking out
- Together with the Coordinator support migrants to speak out to policy makers and meet with their MPs including organising a lobby in Parliament
- Support migrants to create social media content including photos and short videos
- Support the running of the steering group for the project
- Work with participants to set up a self-help group
- Undertake the monitoring and evaluation of the project
- Adhere to project budget and undertake regular financial reporting
- Undertake administrative duties related to the project including collecting data and keeping records, etc.

Other General duties

- Recruit and support volunteers to assist in the project
- Participate in supervision meetings, regular team meetings and other meetings as required.
- Adhere to MV's policies and procedures and demonstrate a commitment to equal opportunities and confidentiality policies ensuring accessibility, equality and diversity in all activity
- Ensure data is handled in accordance with GDPR legislative requirements
- As a small team you will be contributing to the effective operation of MV, encouraging a co-operative and supportive environment within the organisation
- 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: London Project Worker

Essential Criteria

Education

- Degree level education

Experience

- At least 2 years' experience of working in the voluntary sector in the UK
- At least 2 years' community development experience
- Experience of working with migrants and refugees
- Experience engaging with policy makers
- Experience in organising and facilitating meetings/training/events
- Experience of working with and supporting volunteers
- Experience of using current and emerging digital and social media channels
- Experience of researching and writing reports

Skills and abilities

- Excellent written and verbal communication skills with a wide range of people and audiences
- Ability to translate complex ideas into simple concepts, and clear messaging for a variety of public audiences
- 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 stakeholders
- Excellent organisational and administrative skills
- Ability to be self-directing, work on own initiative and be flexible
- Ability to implement equal opportunities practices
- Excellent computer skills
- 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
- Knowledge of the working of UK parliamentary activity
- A good understanding of the British media landscape
- Good knowledge of evaluation and monitoring techniques

Desirable

- Experience supporting/developing and implementing a campaign strategy ideally with an NGO
- Experience of influencing decision-makers
- Experience of working with the media