

Migrant Voice
Project Coordinator
JOB DESCRIPTION



Name of organisation: Migrant Voice

Project: Putting Ourselves in the Picture

Job title: Project Coordinator

Position: Four days per week

Responsible to: Director

Responsible for: Staff and volunteers

Salary: £29,000 pro rata

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: Glasgow, at our Glasgow office.

Start Date: June 15 or to be agreed with the successful applicant

Contract: Fixed contract for 3 years.

Date written: 29.04.2022

Job summary:

To set up and run the '*Putting Ourselves in the Picture*' project for Migrant Voice. The project aims to curate and disseminate migrant heritage stories to ensure that migrants' heritage - as part of Scotland's heritage - is recognised and documented and shared with the rest of the community and for future generations

The project builds on MV's planned 2023 exhibition at the Kelvingrove Art Gallery and Museum in Glasgow. The exhibition will feature photographic portraits and accompanying text of migrants telling the stories of their lives in Scotland.

The project will run a number of activities before, alongside and after the exhibition as part of our Glasgow network hub. This includes facilitated discussions and training sessions including in photography, curating heritage, oral history, public speaking. The project will include an ongoing physical and online exhibition, in coordination with Kelvingrove Art Gallery and Museum.

RESPONSIBILITIES

- Set up and run the '**Putting Ourselves in the Picture**' project and coordinate the day-to-day running of the project, including providing updates to the project plan for management to view.
- Recruit participants for the project and engage existing Glasgow network members.
- Facilitate the appointment of external providers, including trainers and evaluators, and coordinate their activity within the project plan.

- Maintain a clear participant activity schedule that provides sufficient notice and resources for training and exhibiting, including volunteer reimbursement for travel and subsistence.
- Coordinate and facilitate the delivery of training workshops and mentoring sessions (including delivering part of the workshops) in photography, writing skills, creative development of messages, how to use words and images together, exhibiting and storytelling.
- Diligently make use of technologies, such as cloud-based software (O365/Google Workspace) for coordinating the project, including word processing, spreadsheets, forms, etc for improved collaboration internally within MV and externally with partners and providers.
- Liaise with project partners, including KAGM, and coordinate their activity within the overall project plan. This includes, but is not limited to, exhibiting at the Museum, elsewhere and on a digital platform (online).
- Working with MV staff and the Glasgow steering group to build contact with stakeholders to engage in the projects' activities
- Working with MV staff to support members' contributions to mainstream media and MV's website when relevant.
- Produce publicity materials for the project
- Ensure fulfilment of the project plan, including delivery of targets and milestones.

General duties

- Undertake organisational and administrative duties related to the project including collecting data and keeping records, etc.
- 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.
- Cooperate with other staff, management and members and be responsible for the effective operation of MV, encouraging a supportive and productive environment within the organisation.
- Adhere to project budget and undertake regular financial reporting
- Adhere to project outputs and outcomes and undertake regular project outputs and outcomes reporting
- Work flexibly alongside other members of the MV team to take on reasonable tasks as set by the organisation.
- Share information and experience with others within the organisation

Person Specification

Job title: Glasgow Project Worker

Essential Criteria

Education

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

Experience

- At least 4 years' experience in the voluntary sector
- At least 4 years' community development experience
- At least 4 years' experience of working with migrants and refugees
- Strong experience in project development and management
- Strong experience in organising and facilitating meetings/training/events
- Strong experience in network development, outreach and engaging stakeholders
- Experience of working with and supporting staff and volunteers
- Experience of using current and emerging digital and social media channels

Skills and abilities

- Confidence to work effectively with a range of people
- Excellent written and verbal communication skills and ability to prepare and write reports
- Excellent project management and organisational skills
- 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
- Excellent computer skills
- 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
- Sensitivity and discretion in dealing with confidential information

Knowledge

- Knowledge of the key issues that affect migrants and refugees
- Knowledge of the 'migration debate' and how migrants are portrayed in the media
- Knowledge of key migrant community organisations and other stakeholders working on migration
- Good knowledge of evaluation and monitoring techniques

Desirable criteria

- Experience working with cultural/art institutions
- Knowledge and experience of using creative tools to get messages across
- Experience of working/liaising with the media