

LRMN

Lewisham Refugee & Migrant Network

We're hiring

**Campaigns &
Communications
Officer**



WELCOME

Message from our CEO

Thank you for your interest in working at LRMN and supporting the life-changing work that we do. It is thanks to our wonderful staff members, volunteers, trustees, and our clients that LRMN is a dynamic and joyful work environment, where we enact real and tangible change for the communities we work with. We'd love to have you join us and support us to grow.

Our staff and volunteers are our greatest asset, so we take recruitment seriously. To this end, please find in this job pack information about LRMN, the communities we support, and the Campaigns and Communications Officer role.

We will always stand by people standing up to an unjust immigration system. We provide a safe haven for people to rebuild their lives. Our Campaigns and Communications Officer role is a key part of that. Sitting in the Campaigns and Comms team, you will work closely with the Campaigns and Communications Manager to empower our clients and community members to advocate for the change they want to see. You will raise awareness of the life changing work we do and of the issues affecting refugees, asylum seekers and migrants. We're a small and collaborative team so you will have the opportunity to work closely with other members of the organisation.

Our story

In the 1980s a group of students, teachers and local people came together to form an advice service to support refugees and asylum seekers in Lewisham. In 1992, with financial help from Lewisham Council, the advice service opened its first office and by 1996, we became a registered charity, opening our doors to all migrants in need of our help.



Alan Robertson, CEO

ABOUT US

Our Vision

People from all backgrounds belong and thrive and are treated with respect and dignity in a just and welcoming society.

Our Mission

To enable refugees, asylum seekers and migrants (RASM) to know and exercise their rights, thrive, integrate and engage in activities to bring about change for a better future.

Our Goal

To reduce poverty, increase inclusion and engagement, and improve mental health and well-being amongst the RASM community in London.

Our Values

Collaborative

We know we are stronger together. We will involve the people we serve, our team and our partners in designing and delivering our work.

Refugee and Migrant Justice

Rights and justice primarily for refugees and migrants are at the heart of everything we do.

Integrity

We will be honest and do the right thing

Equity, Diversity and Inclusion

We are committed to building a community that removes barriers, embraces people from all backgrounds and provides opportunities for them to rebuild their lives.

Our Strategic Goals

Strategic Goal 1

Effective and Modern Governance, Leadership, Management, Financial and Organisational systems and operations.

Strategic Goal 2

Grow and Improve our services.

Strategic Goal 3

Develop and sustain effective and relevant partnerships, collaboration and influence.

Strategic Goal 4

Resilient, competent and compassionate workforce.



This year's HIGHLIGHTS

1,671

People supported
by LRMN

221

People received
housing and
welfare benefits
advice

243

Applications made
to regularise status

196

Women and girls
supported by the
Women Together
project

1,785

Food parcels given out,
with 1,530 of these at the
Migrant Hub!



£1,730

Hardship funds given

103

Issues solved for
resettled refugees
in Lewisham

79

People given digital
access support



357

People supported
through the
Greenwich Migrant
Hub



Miri's story

When Tatsu found Miri sleeping in the corridor of her building, she couldn't imagine what Miri had been through. After hearing her story, Tatsu brought Miri straight to LRMN, where we started our work to support her.

Miri's in-laws had been threatening her, and she had been experiencing domestic abuse. One day, Miri couldn't take it anymore and contacted a travel agency to help her get to the UK. She saved all her money to pay the agency for the documents, travel, and accommodation, transferring her life savings. She hoped to secure a good life in the UK, and education for her children.

However, Miri's host took her money, passport and travel documents and locked them away. Then she made Miri work in the house, unpaid. Miri's children, who she had prepared for school, were not allowed to leave their bedroom. It was violent, difficult, and exhausting - and one day, she had packed her bags and run, which is when Tatsu had found her.

LRMN immediately secured emergency support and accommodation for Miri and her family, and secured immigration advice from a specialist agency working on modern slavery. As a result, Miri is now on the path to being safely able to stay in the UK, getting the support she needs, and her children are finally able to attend school.

Modern slavery is a common challenge we see at LRMN. With a worsening political environment, and a lack of safe routes, we are deeply concerned about a rise in modern slavery and human trafficking and urge the government to open more routes to settlement.

WHAT WE OFFER

Annual leave

26 days leave (pro-rata) plus bank holidays and additional days off between Christmas and New Year when the office is closed (normally 3 days).

Core hours

Our core hours are 10am-12pm and 2pm-4pm. Staff can work their hours flexibly around these.

Hybrid working

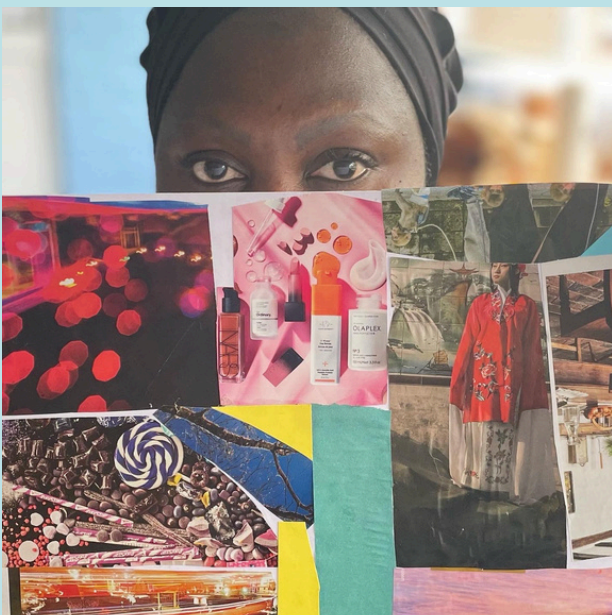
We have adopted a hybrid working model. Staff working 4 or 5 days/week are required to be in the office 2 days a week. Other staff are required to be in the office 3 days every fortnight.

Training & development

Each staff member has an annual £500 training budget for them to use in agreement with their manager. We also hold regular training for the whole staff and volunteer team.

Wellbeing support

We offer all staff external clinical supervision and access to an Employee Assistance Programme.



Experts by Experience Employment Network

We are proud to be a member of the Experts by Experience Employment Network, which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use their information and resources which may help in preparing your job application.

JOB DESCRIPTION

Role	Campaigns and Communications Officer
Reports to	Campaigns and Communications Manager
Location	Hybrid (Lewisham)
Hours/week	35 hours
Salary	£31,930 +6% pension
Type of contract	Permanent
Special conditions	Occasional evening and weekend work

Main Roles

- Empower and engage clients to lead, participate and influence local and national campaigns with their lived experience.
- Collaborate with key local, regional and national partners in shaping and promoting campaigns most relevant to LRMN's clients.
- Support the Campaigns and Communications Manager in the delivery of media and communications for LRMN.
- Support the Campaigns and Communications Manager on the Borough of Sanctuary campaign and other local and national campaigns.
- Work closely with the Campaigns and Communications Manager on campaign activities within LRMN to establish and maintain a consistently high and positive public profile.
- Work closely with LRMN's fundraising team in producing core messages and other relevant documents to support LRMN's fundraising strategy and activities.

Specific Duties

- Use community organising to work with our clients to co-lead and co-produce effective advocacy and campaigning activities, building supportive and longlasting relationships.
- Organise workshops and training courses for clients who are interested in campaigning and empower them to actively engage in campaigning and engage in communications work where appropriate.
- Work with the Campaigns and Communications Manager to implement LRMN's Campaigns and Communications Strategy.
- Write, edit and distribute content, including press releases, website content, social media content, case studies, flyers and other marketing materials.
- Support the Campaigns and Communications Manager in developing messages and tools for engaging and supporting potential and current donors and funders.

- Respond to media inquiries, arrange interviews and act as a spokesperson for LRMN.
- Work with the Campaigns and Communications Manager to provide strategic lead on the Borough of Sanctuary campaign, including supporting other boroughs as they develop their movements.
- Support the Campaigns and Communications Manager in collaborating with other organisations on campaigning activities and tracking policy developments.
- Seek opportunities to enhance the reputation of LRMN and our campaigns, and coordinate events as required.
- Use analytics tools (Google Suite, Hootsuite) to create quarterly reports detailing successes and failures of communications and campaigns.
- Support Campaigns and Communications Manager in ensuring all communications aligns with brand standards.
- Maintain and develop digital media archives including photos and videos.
- Support the Communications and Campaigns Manager in producing LRMN's quarterly newsletter and annual Impact Report.

Other Duties

- To participate in LRMN staff meetings, skills and knowledge towards best practice for the organisation
- To attend line management and performance review meetings and other relevant activities
- To be administratively self-servicing
- Work flexibly as agreed to meet the demands of the service – this may involve evening and weekend work
- Maintain confidentiality in all matters relating to the work of the organisation.
- Comply with LRMN's policies and procedures
- Positively promote LRMN and its work
- Undertake any other work as may be reasonably requested

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

Essential

- At least one year of experience in communications and campaigns or a similar role.
- Experience of engaging and empowering people with lived experience to participate in and co-lead campaigns.
- Experience delivering engaging campaigns and communications for a range of stakeholders and media channels.
- Experience of managing press relations, including writing press releases and arranging interviews.
- Experience of using social media and digital marketing, including data analysis.
- Outstanding writing skills and proven ability to write content for a range of platforms and publications.
- Good time management and organisational skills, allowing you to balance a number of tasks.
- Excellent interpersonal skills with experience of supporting stakeholders (e.g. clients, staff, partners, collaborators) to get involved with campaign activity.
- High standard of digital literacy, including effective use of websites and social media to build engagement with new audiences and use of analytics to assess impact.
- A confident presenter and public speaker.
- Knowledge of how national and local campaigns can influence decision makers, including how policy, public affairs and campaigns interact to create positive change.
- Awareness of issues and barriers faced by refugees, asylum seekers and migrants in accessing appropriate services and support.
- Cross-cultural sensitivity to and understanding of the needs of refugees and migrants.
- Highly motivated, confident and ability to work independently or as part of a team.
- Creative and innovative, with proven ability to take initiative.

Desirable

- Experience of using Google Analytics, social media and content management systems.
- Knowledge and understanding of legislation relevant to refugees, asylum seekers and migrants.

HOW TO APPLY

To apply for this role, please submit your CV and answer the applications questions on [Charity Job](#).

LRMN is an equal opportunity employer and committed to safeguarding and fulfilling its duty of care to people working and volunteering in the organisation and to those we come into contact with.

The successful candidate will be required to complete a Basic DBS.

Deadline: 9am 1st July
Interviews: Week 8th July

Got questions?

If you have any questions about the role, need this information in a different format, or need our application form in a different format, please reach out to Alan Robertson at alan.robertson@lrmn.org.uk.

LRMN.ORG.UK

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