



Communications and Campaigns Assistant (October 2024)

Want to kick-start your career in social media and campaigning at a leading LGBTQI+ asylum and immigration rights charity?

Rainbow Migration, the longest-running charity in Europe dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting a Communications and Campaigns Assistant who is keen to gain experience in digital communications, campaigning and supporting the involvement of people with lived experience in our work.

Rainbow Migration has been campaigning for the rights of LGBTQI+ people since 1993 and has stepped up this work since 2021. We now have an opportunity for a Communications and Campaigns Assistant to join us and provide vital support across our communications, campaigning and influencing work.

This would be an ideal position for a creative, digitally experienced individual with a passion for LGBTQI+ campaigning.

This role will receive full training and support to build your skills while making a real impact. Your responsibilities will include:

- Create and schedule eye-catching social media posts – with a focus on Instagram and Tik Tok
- Create graphic, audio and video content to showcase our services and campaigns
- Get hands-on with digital campaigns by helping to set-up, test and promote online campaign actions
- Support the planning and delivery of online and in-person events
- Interview service users and support them to turn their experiences into inspiring stories
- Support LGBTQI+ people who have sought asylum to be involved in our communications and campaigns



Rainbow Migration's vision is that LGBTQI+ people can settle safely in the UK and lead fulfilling lives.

Our values are:

- **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.
- **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
- **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
- **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

At Rainbow Migration, we don't just accept difference – we celebrate it, we support it, and we thrive on it. We're proud to be an equal opportunity employer and we value diversity. We do not unlawfully discriminate on the basis of race, religion, colour, national origin, gender, gender identity sexual orientation, age, marital status, or disability status. We consider all qualified applicants, consistent with any legal requirements.

We strive to build a team that reflects the diversity of the community we work in and welcome applications from candidates with lived experience of going through the UK asylum system or who have been subject to immigration control, and also people of colour who are currently underrepresented among our staff in relation to our service users. We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 if they meet the essential criteria. If you wish to qualify under this scheme, please make this clear when applying.

Owing to the nature of the work, the successful applicant the successful applicant will be required at the point of conditional job offer to disclose all unspent criminal records and subsequently to undergo a basic DBS check. See our [website](#) for more information.

Contract Type: Permanent

Hours: Full-time (35 hours per week). Working part-time (minimum 28 hours a week) will be considered. When applying, please state what hours you are looking to work.



Occasional evening or weekend work is required, but with plenty of notice. Rainbow Migration encourages staff to maintain a good work life balance and has a TOIL system in place.

Salary: Starting at £23,928 with potential annual step increases up to £26,930 (pro rata if working part-time), plus statutory employer's pension contribution. In addition to an annual step increase, the trustees consider giving a separate inflationary increase every April.

Location: Remote or from Rainbow Migration's offices which are based in London between Vauxhall and the Oval. Hybrid working will also be considered. The successful candidate could work from anywhere in the UK but would be expected to occasionally travel to London and other parts of the country for meetings and events. At the time of posting this advert, none of our staff are going into the office every day. Please contact us if you have any questions.

Annual Leave: 25 days per year rising after 24 months by 1 day after each year of service to maximum of 28 days per year (pro rata if working part-time).

Benefits:

- Two days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)
- Enhanced parental leave and pay
- Full pay for jury service (up to four weeks), compassionate leave (up to two weeks) and dependants' leave (up to four days, pro rata for part-time staff)
- Separate salary step and inflationary increases considered every year
- TOIL system
- Hybrid working policy, including possibility of working abroad for 10 working days (pro rata for part-time staff) each year
- Policy on staff loans or salary advances for difficult times
- Work laptop and mobile phone
- Training and learning opportunities
- Employee telephone counselling service
- Clinical supervision for staff delivering services



How to apply:

Closing date: 12pm 1 November 2024

Interview dates: W/c 11 November 2024

Please read the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact us via recruitment@rainbowmigration.org.uk.

Please send to recruitment@rainbowmigration.org.uk:

1. Your CV
2. A written statement (max 1,000 words). Instead of a written statement you may submit your statement by video or audio recording (max 8 minutes)

We'd also be grateful if you would complete this optional [monitoring form](#)

In your statement, please:

1. Explain why you are interested in this role and give examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate how you meet the necessary criteria for the role, and if you meet any of the advantageous criteria. Skills and experience could be from training, volunteering, interests or life experience
2. Confirm if you wish to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a 'substantial' and 'long-term' effect on your ability to do normal daily activities)
3. Accept that, if successful, you will be required to disclose all unspent criminal records at the point of conditional job and subsequently to undergo a basic DBS (Disclosure and Barring Service) check

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for independent and confidential support for your job application from the [Experts by Experience Employment Network](#). Please complete [this form](#) to request support and they will confirm if they can match you with a mentor to support your application.

By submitting an application, you:



1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided with your application is true and correct and that you understand that any false information or statement given will justify your dismissal from Rainbow Migration if appointed.

Privacy notice

If you apply for this role, the information you provide will be processed according to Rainbow Migration's [privacy policy](#). Rainbow Migration will not share your information with any third parties unless part of the recruitment process or are legally required to do so. By applying, you are permitting Rainbow Migration to access and use the information for recruitment purposes. Information is kept for the minimum period necessary, which for CVs, covering statements and/or audio or video submissions for unsuccessful applicants is 12 months after the conclusion of the recruitment campaign. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. It is amalgamated for statistical purposes and the original data is then deleted after six months.



Communications and Campaigns Assistant: Job description

Purpose

The Communications and Campaigns Assistant will provide support to deliver Rainbow Migration's communications and campaigns and to help achieve Rainbow Migration's strategic goals:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimum wellbeing and no isolation among LGBTQI+ people who are seeking asylum or have refugee status.
4. The experiences and needs of LGBTQI+ people migrating to the UK are better understood inside and outside Rainbow Migration

Responsibilities

Social media

- Create engaging social media posts across Instagram, Threads, Tik Tok, Facebook, LinkedIn and X
- Schedule and monitor posts to ensure consistent messaging and timely updates across all platforms
- Respond to comments and messages from followers (which includes potential service users), fostering a positive and supportive online community
- Create graphic, audio and video content to support Rainbow Migration's communication, campaigns and influencing objectives using tools such as Canva or video editing tools in line with brand guidelines
- Help track social media performance to improve future content and strategies
- Stay up to date on trends to keep our social media content relevant, adapting to new features as needed

Campaigning

- Help to set-up, test and promote digital campaign actions to engage our supporters
- Assist with the production of campaign resources and materials e.g. toolkits or flyers
- Support the planning and delivery of online and in-person campaign events
- Assist with monitoring and reporting on campaign activity so we can track our progress and impact



- Support with recruiting, engaging and providing resources and support for campaign coalition partners
- Provide administrative and logistical support to the Campaigns Advisory Group (a lived experience group helping to shape our campaigns), including attending meetings and liaising with members

Wider communications

- Interview service users, write up their stories and maintain a searchable database of service user stories
- Support colleagues to maximise the involvement of LGBTQI+ people with lived experience of the asylum system in our work
- Support wider communications activity (e.g. email, newsletter, blogs, events, campaigns and other initiatives), including drafting content and proofreading
- Implement requested updates to website copy and images (WordPress) and assist with search engine optimisation

Other

- Support other areas of Rainbow Migration's work when required, including representing Rainbow Migration at events and responding to incoming enquiries
- Comply with all Rainbow Migration policies
- Undertake other reasonable tasks as requested

Reporting

The Communications and Campaigns Assistant will be line managed by the Communications Manager but will also receive regular support and supervision from the Campaigns Manager.



Communications and Campaigns Assistant

Person specification

Experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience.

Necessary skills and experience

1. Proficiency with social media platforms (in particular Instagram, Threads and/or Tik Tok)
2. Ability to create and edit engaging multimedia (graphics, video, audio) content using digital tools (e.g. Canva and/or Adobe Creative Suite)
3. Good storytelling and copywriting skills
4. Good organisational and planning skills
5. Excellent attention to detail
6. Ability to build rapport and communicate sensitively and sympathetically with people in situations of vulnerability

Advantageous skills and experience

1. First-hand experience of the asylum or immigration system
2. Knowledge of another language spoken by Rainbow Migration service users e.g. Albanian, Arabic, Bengali, Farsi, French, Kurdish, Mandarin, Portuguese, Pashto, Spanish or Urdu
3. Experience of using social media scheduling tools
4. Experience of developing resources and/or writing copy that motivates people to take action
5. Experience of basic WordPress content management
6. Basic understanding and/or experience using Google Analytics
7. Experience of using online campaigning software
8. Experience in assisting with planning and promotion of events

Essential core competencies expected of all Rainbow Migration staff

1. Committed to Rainbow Migration's mission, vision and values
2. Good English verbal and written communication skills
3. Ability to work independently while understanding the importance of seeking guidance and support when required
4. Ability to plan and prioritise work and meet deadlines
5. Ability to work collaboratively within a small, multidisciplinary team
6. Ability to work occasionally outside regular office hours with plenty of notice
7. Ability to work with people from diverse backgrounds



8. Ability to use standard workplace software programmes including Microsoft Word, Excel and PowerPoint

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