



Migrant Voice

Communications Worker

JOB DESCRIPTION

Name of organisation: Migrant Voice

Job title: Communications Worker

Responsible to: Advocacy and Communications Manager

Salary: £27,000 (pro-rata)

Working hours: 3 days per week, 9-5 (including a one-hour lunch break), to include some evening and weekend work

Contract: 1 year starting in March, 2024 (possibility of extension, subject to funding)

Where: to be based at our London office

Date written: January 2024

Job summary:

The Communications Worker will work with the team to strengthen the organisations' communications platforms, including website and social media, and assist with our work to bring migrants' authentic voices into the media and migration debates.

About Migrant Voice

Migrant Voice is a migrant-led, national organisation which builds a community of migrant voices to speak for themselves and to set the agenda on migration and address structural inequalities that surround migrants and shape society.

Our campaigns have featured in the Guardian, on BBC Newsnight, ITV News and across other national and regional media. We believe that first-hand accounts of the lived experience of migrants to the UK are the only way to challenge misconceptions. We work with all types of migrants, including refugees and asylum-seekers, across the UK with campaigns/advocacy to achieve migrants' rights and justice for all.

Main duties and responsibilities

The Communications Worker will:

- Assist with maintaining the Migrant Voice website, and social media platforms, including undertake production of online content, videos and graphics.

- Produce and assist with delivering high-level written material and media copy including promotional materials and news releases.
- Work with the Communications team to support migrants' contributions to mainstream media: radio/TV/print/online, as well as to MV's media platforms.
- Help publicise, plan and run Migrant Voice events and meetings.
- Support our 'Ambassadors' and 'Meet the Editors' programme including liaising with the participants and undertaking relevant research and media analysis.
- Increase opportunities for members' contributions to MV's own communication channels.
- Handle members' and media enquiries effectively, working with the MV team to ensure appropriate and rapid responses.
- Assist with the evaluation of media and public relations activity to assess its effectiveness and impact, and with evaluation of the meet a migrant project including data collection.

Other duties

- 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.
- With other staff, management and members be responsible for 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: Communications Worker

Essential Criteria

Education

- Degree level education or other qualifications relevant to the post.

Experience

- At least 2 years' experience of working in a communication related capacity in the UK.

- Good experience of using current and emerging digital and social media channels including creating strong graphics, audio-visuals and updating websites and using programmes/platforms including Canva and Mailchimp.
- Experience of undertaking research and conducting interviews.
- Experience of retrieving information quickly and accurately using a variety of sources.
- Experience of supporting a team and being a team player.
- A proven track record in creating engaging and high-quality media content

Skills and abilities

- Excellent written communications skills; good eye for detail and experience of producing accurate written documents in a timely manner.
- Good analytical skills; able to identify key points from complex materials and sources and condense information into audience-friendly documents.
- Proven ability to prioritise and manage a varied workload, taking initiative and often working to conflicting deadlines.
- Professional interpersonal skills with the ability to develop effective internal relationships.
- Have a commitment to implementing 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.
- Excellent organisational skills
- Ability to work flexibly, including outside normal office hours when required,

Knowledge

- Demonstrable good understanding of the working of the British media.
- Good knowledge of the key issues that affect migrants and refugees in the UK.
- Knowledge of principles, procedures, methods and techniques of proactive and reactive media work

Desirable criteria

- Experience of working with migrant communities.
- Knowledge of evaluation and monitoring techniques.
- Working with or engaging with the media.