



Job Description and Person Specification – Development Officer

About MIN: Maryhill Integration Network (MIN) was established to bring asylum seekers, refugees, migrants and the settled inhabitants of Glasgow together. Since 2001, we have been developing projects which support positive social change by investing in communities and providing a welcoming - and much-needed - safe and inclusive space with opportunities for collaboration and connection, where difference is not only welcomed, but also celebrated. Our main services include a user-led weekly programme of activities, which runs alongside regular learning opportunities, community events, advice clinics and outreach partnership projects coordinated across the city. For more information on MIN please review our [Strategic Plan](#) and last [Annual Report](#). Throughout the COVID-19 crisis we have adapted our services by delivering activities and events online, as well as providing direct emergency support. This past year has emphasised MIN's resilience and the trust our service users place with us, securing our reputation as a space of safety and belonging for all.

About the role: The role will predominantly feed into the Arts & Culture theme of our strategy, with the strategic goal to; *Create a welcoming and culturally sensitive environment as a basis to strengthen social bonds across the community through which to develop innovative projects and activities.* Additional strategic objectives include:

- Providing opportunities for community participation and active citizenship
- Placing service users' views and ideas at the heart of project development and implementation
- Exploring possibilities for pioneering performances, exhibitions and publications
- Developing partnerships with cultural venues and arts organisations to ensure accessibility and engagement
- Coordinating events to share and celebrate the collective creative talents of all in our society
- Supporting the dissemination of alternative and authentic narratives for asylum seekers and refugees in Glasgow.

The postholder will be contributing positively to cross-team working within our vibrant organisation, where all ideas are valued, and innovation is encouraged. We are looking for someone with the interest to develop their skills as we take on new opportunities in fulfilling our strategic plan. The role represents an exciting opportunity for people with a real enthusiasm and commitment to working creatively with communities in Glasgow.

Duties and Responsibilities: The central role of the Development Officer is to support the organisation with tasks relating to the development and growth of MIN's services in line with the core values as outlined within our Strategic Plan.

Duties and responsibilities include:

1. Support and develop activities relating to MIN's; choir, art group, creative writing, dance projects and publications
2. Liaise with freelance artists, arts organisations and facilitators of activities
3. Assist with organising and running of MIN's in-house community events
4. Coordinate performances and outreach projects
5. Encourage the involvement of new service users and volunteers
6. Support and advise volunteers
7. Identify needs and support the development of new activity based on these needs
8. Implement monitoring and evaluation within activities and events
9. Actively contribute to team development sessions in line with fundraising and strategic planning
10. Network to build contacts and raise the profile of MIN
11. Provide material to assist promoting the activities and events via social media
12. Undertake shared administration and project support tasks where necessary, and any other duties appropriate to the post and in line with the needs of organisation

The Development Officer will be supervised by the Development Manager but ultimately their responsibilities and performance will be monitored by MIN's Board of Trustees.

Personal skills and attributes:

Essential

Committed to promoting human rights and equality within diverse communities

Passionate about arts and culture

Able to recognise and respond to varying support needs

Can work creatively and on own initiative

Commitment to constructive and cooperative team working

Ability to empathise, understand different perspectives, and use this understanding to inform the delivery of work

A strong and demonstrable commitment to MIN's Vision, Mission and Values

Organised, with skills in time keeping & workload management

Familiar with GSuite (gmail, drive, docs & calendar), Mailchimp and MS Office

Desirable

Experienced with working or volunteering in a community setting
Able to work flexible hours including evenings and sometimes weekends
Competency in additional languages

Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities, and knowledge will meet the requirements of this post.

Due to current government guidelines and restrictions the role will be fulfilled remotely for the time being, with a view to potentially blended working in the near future. Therefore, we are looking for someone who is confident in using online meeting platforms and resources.

MIN is committed to equality, diversity and inclusion and aims to ensure a workplace where people are treated with dignity and respect.

We particularly welcome applications from; those with lived experience of seeking asylum or refuge, individuals from ethnic minorities, members of the LGBTIQ+ community, women, and disabled people.

MIN is committed to safer recruitment and all appointments are subject to satisfactory references

Salary - £21,840 - £23,660 pro rata

Part time post – 20 hrs per week

Work Pattern - generally Monday - Friday 20 hours per week flexible between 9.30am - 9pm, in accordance with the needs of the organisation. You may on occasion be required to adjust your work pattern to cover events at weekends or on public holidays.

Contract – 12 months with a 6-month probationary period. Subject to performance and funding, we hope to increase both the post's hours and also the length of the contract.

Other entitlements - 28 days Annual Holiday plus Public Holidays allowance pro rata and 3% employer pension contribution

Location – Home based remote working at present, with the hope to return to MIN's office in Maryhill (MIN supports flexible working arrangements)

Application Procedure: Candidates should send their CV and cover letter (no more than 2 pages long) to hello@maryhillintegration.org.uk by midday on Wednesday 16 June 2021
Interviews are scheduled to be conducted online on week beginning Monday 21 June 2021.

Date: June 2021