

Job Description and Person Specification – Campaigns & Advocacy Officer

About MIN:

Maryhill Integration Network (MIN) was established to bring people seeking asylum, 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. 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 last [Annual Report](#).

About the role:

The role feeds into the Human Rights and Citizenship theme within our Strategic Plan. This theme aims for MIN to continue to ‘develop a space which provides alternatives to hostile immigration policies’.

The themes objectives include:

1. Advocating for those impacted by immigration policies with a collective voice
2. Playing a key role in creating a more balanced dialogue around migration in the UK
3. Supporting volunteers to be active and engaged members of the community

The outcomes we wish to see include:

- Fairer representation of diverse voices in debate and dialogue
- Increasing awareness of rights, and confidence in actioning these rights
- Improved collaboration between organisations working alongside people seeking asylum

Overall, we want to see greater solidarity and respect shown to people seeking asylum in the UK.

The central duty of the Campaigns & Advocacy Officer is to support activities developed under the Human Rights and Citizenship theme alongside MIN’s Human Rights & Advocacy Coordinator. The activities include:

- Coordinating campaigns
- Advocating for rights
- Developing peer-support initiatives
- Contributing towards policy change

Responsibilities:

1. Supporting individuals with advocacy, and referring to relevant organisations
2. Developing campaign initiatives
3. Delivering advocacy and information sessions
4. Liaising with partners and freelance facilitators
5. Collaborating and networking with other third sector organisations
6. Responding to the wellbeing needs of participants and provide support
7. Undertaking evaluation and collect data
8. Assist with the development of a peer support initiative
9. Actively contribute to team meetings and staff development sessions.

The Campaigns & Advocacy Officer will be supervised by the Human Rights & Advocacy Coordinator and will be accountable to the Board of Trustees.

Personal skills and attributes:

Essential

- Experience in advocacy and campaigning
- Knowledge of local and national policies related to migration
- Experience of facilitating groups in a formal or informal setting
- Excellent communication and organisational skills
- Commitment to constructive and cooperative team working
- Ability to network and nurture relationships with key partners
- Familiar with GSuite (gmail, drive, docs, forms and calendar), as well as zoom/Teams
- A strong and demonstrable commitment to MIN's values.

Desirable

- Lived experience of the UK migration system
- Ability to speak languages spoken by MIN members (e.g., Arabic, Farsi, Kurdish)
- Experienced in implementing monitoring and evaluation processes
- Understanding safeguarding concerns and responsibilities
- Experience of supporting people to share difficult/emotional/traumatic stories

The postholder will be contributing positively to cross-team working within our vibrant organisation, where all ideas are valued, and innovation is encouraged.

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 the nature of this role, you would be predominantly based within MIN's office or delivered at outreach locations, but some scope for attending meetings online and working from home may be appropriate from time to time. Therefore, we are looking for someone who is confident in using online meeting platforms and resources. As part of this role, you may also need to travel outside of Glasgow as part of networking and outreach support.

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, people from ethnic minorities, members of the LGBTQIA+ community, women, and people with a disability.

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

Salary - £ 23,660 pro rata

Part time post – 21 hrs per week

Work Pattern - MIN supports flexible working arrangements but you will generally be required to work on Tuesdays and Wednesdays to liaise with the post's Line Manager. Our office is open Monday - Friday. You may on occasion be required to adjust your work pattern to attend meetings and events in the evening, at weekends or on public holidays.

Contract – 12 months. Subject to performance and funding, we hope to extend the contract beyond the initial period.

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

Location – MIN's office in Maryhill Community Centre, G20 8TS, and various outreach locations in and around the Glasgow area as and when required.