

Job Description and Person Specification – Education Outreach 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. 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 to 'develop a space which provides alternatives to hostile immigration policies.

This 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 Education Outreach Officer role is to develop MIN's outreach projects with schools and our educational resources.

Responsibilities include:

1. Develop relationships with schools and community groups
2. Attend relevant meetings and conferences
3. Create and update resources for workshops
4. Liaise with freelance facilitators and volunteers
5. Deliver workshops with educational and community settings
6. Partnership development
7. Undertake documentation and evaluation of projects
8. Actively contribute to team meetings and development sessions

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

Personal skills and attributes:

Essential

1. Experience of delivering workshops in a formal or informal setting
2. Understanding and awareness of current narratives around migration
3. Excellent communication and organisational skills
4. Ability to initiate creative resources
5. Familiar with GSuite (gmail, drive, docs, forms & calendar)
6. Commitment to constructive and cooperative team working
7. A strong and demonstrable commitment to MIN's values
8. Ability to work well independently and as part of a team
9. Ability to network and nurture relationships with key partners

Desirable

- Lived experience of the UK migration system
- 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 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.

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 – 15 hrs per week

Work Pattern - generally Monday - Thursday normal office hours, in accordance with the needs of the organisation. MIN supports flexible working arrangements. You may on occasion be required to adjust your work pattern to provide support for excursions or events at weekends or on public holidays.

Contract – 12 months initially. 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

