

# Job Description and Person Specification – Human Rights & Advocacy Coordinator

## 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’.

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 Human Rights & Advocacy Coordinator is to coordinate the activities developed under the Human Rights and Citizenship theme with support from the Campaigns & Advocacy and Education Outreach Officers. The activities include:

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

### **Duties & Responsibilities:**

1. Coordinate, facilitate and develop activities relating to the MIN Voices group and other projects under MIN's Human Rights & Citizenship Strategy Theme
2. Coordinate and support the delivery of outreach projects relating to campaigning, advocacy and work in schools, alongside the Campaigns & Advocacy and Education Outreach Officers
3. Liaise with appropriate government representatives, human rights, cultural and educational organisations
4. Engage with journalists and media when appropriate to further campaigning projects and promote MIN's work
5. Network to build contacts and raise the profile of MIN
6. Implement monitoring and evaluation within groups and projects
7. Actively contribute to staff team meetings and development sessions
8. Provide material to assist promoting MIN's activities and events via social media
9. Undertake any other duties appropriate to the post and in line with the needs of the organisation.

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

## Personal skills and attributes:

### *Essential*

- Experience in coordinating and developing campaigning strategies
- Experience facilitating groups, in a formal or informal setting
- Knowledge of local and national policies related to migration
- 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*

- 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

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 at outreach locations, but some scope for attending meetings online and working from home may be required 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** - £30,030 per annum (pro rata) meaning a gross salary of £18,018

**Part time post** – 21 hrs per week

**Work Pattern** - MIN supports flexible working arrangements but you will generally be required to work on Tuesday evenings to facilitate the MIN Voices group and other days that allow you to liaise with relevant staff team members to coordinate delivery of services and activities. 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 4% 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.