



MIGRANT VOICE

Our Place in History: Migrant Stories Shaping Scotland's Heritage



JOB DESCRIPTION: PROJECT COORDINATOR

Organisation	Migrant Voice
Project	Our Place in History: Migrant Stories Shaping Scotland's Heritage
Job Title	Project Coordinator
Hours	3 days per week. To include some evening and weekend work. Hours to be arranged so at least half overlap with the Artistic Producer.
Responsible to	Director
Responsible for	Freelancers, and volunteers
Works closely with	Artistic Producer
Salary	£33,000 pro rata
Location	Glasgow – primarily at the Migrant Voice Glasgow office, with attendance at sessions, events, and exhibition venues
Start Date	TBC
Contract	Fixed contract for 30 months
Funded by	This project is funded by The National Lottery Heritage Fund

Project Summary

The 'Our Place in History: Migrant Stories Shaping Scotland's Heritage' project aims to preserve and share migration histories as an integral part of Scotland's history. Through training and co-creation the project will support members of migrant communities in Glasgow to record and display their heritage in physical and digital exhibitions.

Role Summary:

The Project Coordinator is responsible for coordinating the delivery of the 'Our Place in History' migrant heritage programme and for setting up and running the project from start to finish.

This role combines project leadership, community engagement, and operational management.

The post holder will reach out to Glasgow migrant communities and engage them in the project discussions and activities.

The Project Coordinator will build relationships with stakeholders, and collaborators. Working in close partnership with the Artistic Producer, and the project steering group, the post holder will engage participants and volunteers in a co-design process and coordinate workshops and events.

The Project Coordinator ensures the programme is delivered on time, within budget, and to the highest standard, while playing a direct role in community development and programme delivery.

Key Responsibilities

1. Project Management & Leadership

- Lead the overall planning and day-to-day coordination of the project, implementing and maintaining the project plan, targets, and milestones
- Monitor progress across all strands of the project and proactively manage risks and issues
- Coordinate across staff, freelancers, volunteers, and partners to ensure effective joined-up delivery
- Contribute to strategic decisions for the programme alongside the Artistic Producer and Director
- Facilitate the appointment of external providers including trainers, heritage practitioners, and freelance creatives (in coordination with the Artistic Producer)

2. Community Engagement & Participation

- Lead on recruitment and outreach to bring new participants into the project and engage existing Glasgow network members
- Build and sustain meaningful relationships with migrant communities, community groups, and participants
- Organise and facilitate regular community meetings, providing safe and welcoming spaces for migrants to share experiences and shape the project
- Facilitate conversations with communities about the heritage and stories they want to collect and exhibit
- Support the co-design process with participants and volunteers, working alongside the Artistic Producer to develop programme activities
- Work with MV staff to strengthen the development of Migrant Voice's work in Glasgow.

3. Programme Delivery & Workshops

- Coordinate and facilitate the delivery of training workshops and mentoring sessions, including directly delivering elements of the programme
- Co-develop and support participatory activities that enable migrants to lead on the collection and sharing of their heritage stories
- Coordinate logistics for all programme activities i.e. scheduling, venues, access, technical requirements, and volunteer coordination
- Support the Artistic Producer in planning and delivering exhibition openings and public events

4. Stakeholder & Partnership Development

- Act as a key relationship manager for project collaborators, cultural institutions, venues, and stakeholders
- Work with MV staff and the Glasgow steering group to build connections with community groups, public bodies, and organisations
- Work closely with the Artistic Producer to engage Glasgow Life and other cultural collaborators on heritage collection, curation, and exhibitions
- Support working relationships with media, advocacy contacts, and MV's wider storytelling platforms where relevant

5. Finance, Administration & Reporting

- Manage the project budget, including tracking expenditure, forecasting, and processing invoices and expenses (with support from the MV Finance Assistant)

- Maintain accurate financial and administrative records in line with funder requirements
- Lead on preparation of funder reports, monitoring reports, and evaluation data - working with the Monitoring, Evaluation and Learning Officer
- Develop and maintain systems for data collection, monitoring, and evaluation - working with the Monitoring, Evaluation and Learning Officer
- Ensure compliance with funding agreements, MV's policies, and relevant legal and regulatory requirements
- Contribute to organisational reporting as required

6. Communications & Promotion

- Collaborate with the communications team
- Collaborate with the communications team on publicity, storytelling content, and promotion of the programme (with the Artistic Producer)
- Promote community exhibitions through local channels, social media, and press

7. Organisational Contribution

- Participate in team meetings, supervision, and organisational activities as required
- Adhere to MV's policies and procedures including equal opportunities, safeguarding, confidentiality, and data protection
- With other staff, management, and members, contribute to the effective operation of MV and a cooperative, supportive environment
- Contribute to the broader work of Migrant Voice where relevant

Person Specification

Education

- Degree level qualification in a relevant subject (e.g. community development, project management, heritage, social sciences) or related field

Experience: Essential

- At least 4 years' experience working in the voluntary or community sector
- At least 4 years' community development experience, including direct community engagement and outreach
- At least 4 years' experience working with migrants, refugees, or other marginalised communities
- Strong experience in network development, outreach and engaging stakeholders
- Strong experience in project development, coordination, and management for instance in community contexts or in arts or heritage
- Strong experience organising and facilitating meetings, training, and events
- Experience of budget management and financial administration
- Experience preparing reports and working with monitoring and evaluation processes
- Experience working with and supporting staff, freelancers, and/or volunteers
- Experience using digital tools and platforms for coordination, communication, and data management

Skills & Abilities: Essential

- Excellent project management and organisational skills with the ability to coordinate complex, multi-strand programmes
- Strong ability to engage directly with communities and facilitate meaningful participation
- Strong facilitation skills - able to run workshops, meetings, and community events

- Excellent written and verbal communication skills, including report writing and public communications
- Proven ability to manage a varied workload and competing deadlines, working on own initiative
- High level of accuracy and attention to detail in financial and administrative work
- Ability to develop and maintain effective project management systems and documentation
- Strong interpersonal skills - able to develop relationships with a wide range of people
- Sensitivity and discretion in handling confidential information
- Excellent IT and computer skills
- Strong commitment to equal opportunities, inclusion, and MV's values

Knowledge: Essential

- Knowledge of the key issues affecting migrants and refugees
- Knowledge of the migration debate and how migrants are represented in media and public discourse
- Knowledge of key migrant community organisations and stakeholders
- Good knowledge of monitoring, evaluation, and data collection methods
- Familiarity with arts/cultural sector structures and organisations
- Familiarity with project management tools and systems

Desirable

- Knowledge of approaches to collecting and sharing heritage
- Experience working with cultural or arts institutions
- Knowledge and experience of using creative tools to communicate stories and engage communities
- Experience of working/liaising with the media
- Ability to speak community languages relevant to the project's participants