

LONDON PROJECT MANAGER

Salary: £36,153 (pro-rata & incl London weighting)

Hours: 14 hours

Contract length: 31 March 2022

Location: London

The post-holder will have responsibility to oversee and coordinate the delivery of our London+ project funded by Trust for London alongside the Co-Chief Executive Officer.

Tasks will include:

1. Implementing the activities and outputs of the project to a high standard, budget and donor reporting management.
2. Identify opportunities and trends within London and immigration policy and enforcement practice that pose a threat or cause harm to vulnerable migrants
3. Work to support and train migrant community activists to voice and advocate for their concerns and needs.
4. Work to capacity strengthen and support Migrant and Refugee Community organisations (MRCOs) to collaborate and campaign collectively.
5. Coordinate, organise and facilitate the quarterly meetings of MRN's London network, in close communication with other MRN staff and London partners.
6. In coordination with other MRN staff, ensure that London-based migrant and refugee community organisations (MRCOs) are kept up to date on policy developments on issues that may affect migrant communities, including through a monthly London newsletter.
7. Networking with other stakeholders and groups so that migrant issues are recognised and supported by non-migrant communities.
8. Collating available evidence on the issues at stake to support key campaigns.
9. In coordination with other MRN's staff, setting up online campaigning/ advocacy tools and other activists to support key campaigns.
10. Ongoing monitoring and evaluation, collecting available data evidencing outcomes and reporting it back to the MRN network. Producing regular updates and periodic reports for funders
11. Supervising interns and volunteers in relation to project work.
12. To assist with other tasks to support MRN's activities, as deemed necessary by line management

Person Specification

Essential requirements

The post-holder will have:

1. A solid understanding of immigration, nationality law policy and practice in the UK, and the way in which they are likely to impact on migrants at local level and a commitment to advancing the rights of migrants.
2. An excellent understanding of the issues which typically present themselves to people from migrant communities and the ability to work with them in a collaborative fashion.
3. Strong experience of project management and implementation.
4. An understanding of implementation science, theory of change and participatory appraisal and social action research techniques
5. A good knowledge of the local and regional governance structures impacting on intersectionality issues in London.
6. A proven record of work of at least two years in a sector of employment in which the relevant skills of research, written and oral communication and project management can be demonstrated.
7. Understanding and experience of community development approach in supporting grassroots groups.
8. Be able to provide leadership and direction to a team of co-workers, contributing both to an ethos of cooperation and collaboration, and to high quality outcomes from such teamwork.
9. Excellent writing and oral communication skills in English.
10. The ability to supervise the work of interns and volunteers in an appropriate manner.
11. An understanding of and support for the broad values of key partners such as the trades unions, corporates, faith organisations and the not-for-profit sector.
12. Good typing skills and competency in the use of office IT programmes and equipment, including use of the internet and social media platforms.
13. Be committed to supporting the rights of all migrants, irrespective of nationality, immigration status, or other matters.

Salary and Working Conditions

Staff team: The London Project Manager will join a small staff team based in our London office. MRN's ethos emphasises the value of networking and collaboration and this is reflected in our internal organisational culture.

Duration of Contract: This post is funded by a grant from a charitable foundation. The employment contract is dependent on the continued availability of funding.

Salary range: £36,153 per annum pro-rata, plus 6% pension contribution)

Place of work: Migrants' Rights Network, The People's Place, 80-92 High Street, London, E15 2NE

Working time: Part time position, 14 hours per week (hours can be worked flexibly by agreement) Monday to Friday.

Holiday entitlement: 20 days p.a. plus public holidays and time during Christmas and New Years

Equal Opportunities: Migrants' Rights Network is striving to implement its Equal Opportunities Policy. Applications are welcomed from candidates regardless of race, sex, marital status, disability or sexuality.

We regret that because MRN is not licensed by the Home Office to sponsor people who require a Points-Based work permit we are not able to accept applications from non-EU nationals who require such approval.

Application and Selection Procedures

Please return your completed application form and equality and diversity form to recruitment@migrantsrights.org.uk. Please mark the email subject as 'London Project Manager Application'. If you prefer to send a hard copy, please mail to: Migrants' Rights Network, The People's Place, 80-92 High Street, London, E15 2NE

The deadline for our receipt of applications is **midnight on Monday 26 August 2019**. Applications will not be considered if received by Migrants' Right Network after this date.

Following the application stage, the interviews will likely be held on 5 September 2019.

If you do not hear from us within 10 days of the closing date, please assume your application has been unsuccessful on this occasion.