

Job description and person specification

Job Title:	Community Outreach Co-ordinator
Accountable to:	Media Director
Location:	Flexible with occasional travel to London. Candidates must have the right to work and be living in the UK.
Salary:	£28,000 per annum
Hours:	35 hour per week
Contract:	1 year contract (renewable if further funding becomes available)
Benefits:	Pension scheme with 6% employer contribution; flexible working; generous annual leave

Job purpose

IMIX supports the refugee and migration sector to shift public attitudes on migration and create an open and welcoming Britain for people who make the UK their home. We believe that public attitudes towards refugees and migrants will only improve by working collaboratively to influence the political, media, and public debate.

The purpose of the Community Outreach Coordinator is to build IMIX's community of spokespeople with lived experience of the immigration system, particularly those who were forced to seek sanctuary here, through training, social networks, digital projects and media opportunities.

This role values life experience over formal qualifications and we particularly welcome applicants with lived experience of the asylum system. We are looking for someone with the initiative to pick up the phone, the ability to connect with people who have come on different journeys, and a creative approach to dealing with challenges.

The successful applicant should have a strong interest in the media, storytelling and refugee and immigration issues, and be prepared to learn on the job. A good command of English is essential, but we actively welcome applications from people who speak English as a second language -- we value the additional language skills they would bring to the role.

Main duties and responsibilities

- Connecting with people with lived experience, whether through IMIX's partners in the sector, reaching out on social media, or via training, and inviting them into our network

- Sourcing participants for the Experts by Experience programme and co-ordinating workshops
- Creating and managing networking groups for IMIX's community of spokespeople with lived experience
- Working with the digital team to create 'safe spaces' for potential spokespeople to have a first experience of the media
- Generating positive press for IMIX's community of spokespeople by pitching journalists regularly with good news stories about their achievements
- Supporting the other members of the media team with media requests and campaigns

Person Specification

Knowledge

- Understanding of the UK asylum system and the challenges facing refugees and migrants
- Understanding of the reasons people are forced to seek asylum
- Understanding of current affairs, what makes the news and why, and the different ways UK media covers refugees
- Understanding of the charity sector and the role of campaigns
- Awareness of the different audiences within the UK and how to approach them

Skills

- Ability to write and speak English
- Good listening skills
- Sensitivity in handling complex stories
- Strong organisational skills
- Familiarity with social media platforms

Experience

- Working with people who have lived experience of being a refugee or migrant
- Starting projects from scratch and delivering on targets
- Running accounts on social media whether in a personal or professional capacity
- Storytelling or media projects with people who have lived experience of being a refugee or migrant
- Developing or participating in campaigns targeting specific audiences