



Chief Executive Recruitment Pack

October 2021

About IMIX

“What makes IMIX so special is their combination of specialist knowledge of the media and audiences, and their strong values and commitment to making media work a positive and empowering experience for the people sharing their stories”.

Refugee Week UK Co-ordinator

IMIX seeks to shift public attitudes on migration and create an open and welcoming Britain for people who make the UK their home.

Immigration is one of the key debates within UK politics and the media. IMIX is working to ensure that debate includes voices from migrants and those who support them. We work closely with organisations across the refugee and migration sector to build communications capacity. We draw on our extensive networks within the national and local press to ensure more first-hand stories are shared publicly and to increase the volume of media coverage on issues which matter to people who have moved to the UK to live, work, or find safety. By putting a human face and story to complex and divisive issues, we aim to create greater understanding and empathy.

IMIX began life in 2016 as a project hosted by Global Dialogue and became an independent charity in autumn 2019. In our first two years, we’ve built a financially stable and well positioned organisation with a strong Board of Trustees, a high performing and expert staff team and a network of over 650 community partners

The Windrush campaign highlighted how our work secures real change. IMIX worked with four other charities to make a difference to members of the Windrush generation. We wanted to secure their status as British citizens, while shining a light on the pernicious and harmful effects of the hostile environment and its impact on other people who choose to make the UK their home. The members of the Windrush generation were the real heroes of this campaign and their stories unlocked the support of the entire UK media. We had 77 front page stories over the course of the scandal and 20 per cent of the population said they’d read about the scandal. The media storm led to people from the Windrush generation receiving an apology from the government and a process to confirm their status, transforming hundreds of people’s lives. Our hard work was recognised at the PR Week Awards 2018 as Best Cause-Led Campaign alongside our partners where we were highly commended.

Highlights of our last year include working with people with lived experience of channel crossing to develop a narrative to build public understanding and support for refugee protection, working with the Asylum Reform Initiative to develop and launch the [‘Together with Refugees’](#) campaign and the Week of Action, delivering over 50 training courses on working with the press and media, providing one-to-one support for 680 people working in the sector including small organisations lacking communications expertise, building our digital tools and reach, and securing over 130 articles and interviews in national, regional and local

media.

“IMIX so important to us as they give us access to skills and knowledge that we would never have been able to pay for and advice that I would never otherwise get.”

Small sector organisation

We believe that people with lived experience of the issues we tackle have a powerful role to play in leading change. The majority of our Trustee Board have lived experience of migration themselves, and we continually seek opportunities to increase the lived experience in our staff team.

You can find out more about IMIX on our website and read more about our strategy and evaluations. <https://imix.org.uk/imix-future-plans-a-message-from-our-chief-executive/>

About the role

“Rarely do jobs like this come to the market and, if like me, you’re passionate about strategic communications and changing public attitudes, this is the job for you. From supporting organisations to speak out on post-Brexit immigration rules to co-creating campaigns to highlight concerns about fewer options for those fleeing war, violence, and persecution; you will be at the forefront of some of the most challenging public debates.” Emma Harrison, founding CEO

We are looking for an experienced leader to build on this solid start, delivering our ambitious but focused strategy at a crucial time for refugee and migrant issues and steering the organisation to even greater impact through the coming years.

You will have a track record of influencing and informing public debate through strategic communications.

You will be an outstanding manager of people, inspiring and nurturing our team of professional communications experts and engaging with our network of people with lived experience.

You’ll have experience of the nuts and bolts of keeping an organisation healthy – governance, fundraising and finances, operations, safeguarding, and will understand how to get the best from the Trustee/Chief Executive relationship.

To succeed in this exciting and game-changing role you will need to be able to move with vision and pace, building and sustaining a range of relationships, partnerships, and collaborations to deploy effective communications strategies to a range of audiences.

We are working hard on our diversity and are particularly keen to hear from people with lived experience of the UK immigration system.

We’re a flexible employer. We know our line of work is tough, so well-being and mutual support are important to us.

“The culture at IMIX is one of trust and respect. Everyone brings a unique set of experiences and skills to their role which creates a great overall dynamic. I feel that we are given the flexibility and support we need to get real satisfaction from our work as well as the opportunity to grow and develop.” Emily Jones, Operations Manager

Job Description

The Chief Executive will be responsible for providing leadership, developing, and implementing IMIX's strategic and operational plans, leading on partnership and fundraising. They will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity. This post reports to the Chair and Board of Trustees.

Key Responsibilities:

- Governance – working closely with the Chair and Board to support excellent governance, ensuring Trustees are focused on the organisation's mission, can make relevant and appropriate decisions, maintain IMIX's compliance with all legal and regulatory duties and take an informed overview of risk and safeguarding.
- Strategy – lead and deliver the strategic plan, keeping a focus on the dynamic operating context, identifying where IMIX can deploy its resources to deliver the biggest impact.
- People - structure the team to deliver the mission and strategy effectively, providing direct line management to the Media Director, Digital Manager and Operations Manager, overseeing recruitment to all posts (it's a small team) and developing a culture of inclusion, care and wellbeing across the team.
- Safeguarding – lead by example/ensure clear understanding across the team of how IMIX supports people with lived experience to share their own stories in a safe and supported way.
- Finances - working closely with the Operations Manager, plan and manage the IMIX budget and oversee all its finances, maintaining an appropriate level of reserves and identifying how any surplus funds can be spent to strengthen the organisation and respond to the sector's needs.
- Income - maintain strong relationships with funders and commissioners, develop new funding relationships, ensuring clear and timely reporting on current grants and contracts and raising additional funds for future work.
- Partners - build strong relationships with partners in the refugee and migrant sector, ensuring that IMIX is playing a unique and complementary role, building collaborations and joint initiatives.
- Networks - build strong and respectful networks across the UK media, developing and promoting tested messages and narratives, and ensuring maximum reach and impact for migration communications work.
- Practical sector support: enable sector organisations to better understand the UK media landscape and build their confidence on communications activity, providing briefings on media stories and approaches, participating in training delivery, and advising on crisis communications when needed.
- Engagement – provide ways for all IMIX's stakeholders to feed-in intelligence on our strategic direction, collaborations, and practical services in order that we can continually improve.

Personal specification

We expect that the successful candidate will be able to demonstrate their ability against the following criteria. **For the right candidate, the IMIX Board will recognise that gaps can be developed on-the-job and with training which we will make available.**

	Essential or Desirable
Knowledge	
Knowledge and understanding of the UK Media landscape.	E
An informed passion for human rights and social change, and knowledge of current issues and debates relating to migration, asylum, and/or integration in the UK.	D
Understanding of charity management including servicing a Board of Trustees and compliance with Charity Commission.	E
A sound understanding of safeguarding, in particular how this applies to working with people with lived experience and promoting their confidence to speak out.	D
Experience	
A track record of delivering strategic communications as part of a wider change strategy.	E
Senior experience of organisational management, in a role that demanded leadership both within and beyond traditional organisational boundaries.	E
Experience of inspiring, leading, and developing an effective team.	E
Proven success in fundraising/bid-writing for projects.	E
Working effectively in accordance with diversity, equity and inclusion policies.	E
Skills	
Excellence in strategic thinking and planning, demonstrating creativity and an entrepreneurial sense	E
Strong planning and organisational skills with ability to negotiate and manage multiple priorities	E
Excellent networking, influencing and partnership skills, and proven ability to encourage and facilitate collaboration both within and beyond the third sector	E
Excellent communication skills, in writing and in person, including presenting to diverse audiences	E
Sound financial literacy	D
Outstanding interpersonal skills and the ability to maintain positive relationships at all levels	E
A creative and strategic thinker and problem solver	D

Terms and Conditions

- Salary: £60,000 per annum pro rata
- Working hours: Full-time (35 hours a week) consideration given to jobshare /part time working – please contact us to discuss this before applying
- Start date: January 2022
- Holidays: 28 days per annum plus UK public holidays
- IMIX offers a workplace pension
- Length of initial contract: permanent
- Location: Home based with some travel – we have an office space in London SE1, but would consider applicants based outside of London.

The successful candidate must have the right to work in the UK.

Application Instructions

The closing date for applications is noon on 11th November

Interviews will be held via zoom or in London on date tbc in w/c 15th November

To apply please submit a maximum two-page CV and a covering letter through the Charity Jobs site.

For an informal discussion with our outgoing Chief Executive, please email emma.harrison@imix.org.uk

Please note that due to the large number of applications we expect to receive we will only be able to contact short-listed candidates and cannot offer feedback on unsuccessful applications.

Thank you for your interest in working for IMIX. We look forward to hearing from you.