

## Recruiting: Freelance Network Development Officer

For the MiFriendly Cities Network of Migrant lead community projects

Location: Online / phone / with the possibility of some days work in the West Midlands (Birmingham, Coventry, Wolverhampton)

Deadline: Midday 9th October

Interviews: 14<sup>th</sup> October

Start date: 19<sup>th</sup> October

Hours: 1 – 2 days a week (to be discussed and agreed on appointment)

Contract: Freelance

Rate: £250 per day, 20 days, with scope for additional work

**Apply by emailing a CV and cover letter of no more than two pages to [ake@migrantsatwork.org](mailto:ake@migrantsatwork.org)**

### About the Network

The MiFriendly Cities project funds 13 migrant lead 'social innovation' projects, who are supported by MigrationWork CIC. These projects are community projects aimed at promoting community integration, migrant rights, and migrant empowerment.

Connected through our joint training, the group of funded projects formed a Network in January 2020 – currently referred to as "the Network". Our Network aims to work together to promote the rights of migrants in the region and beyond, as well as supporting other migrant-lead organisations.

The Network is a powerful collection of grassroots organisations, see list below. Most of our organisations are run by volunteers. In 2020, the Network ran a series of regional Network meetings, and has held Network meetings every 6-8 weeks (mostly over the phone due to Covid). The projects have all been involved in the MiFriendly Cities programme since March 2019, and have had access to a series of training sessions covering themes including funding, fundraising, evaluation and communication.

Our Network of projects is looking for someone with vision and drive to help us to achieve our joint purpose. The Network has huge potential, and we want the help of someone with insight, experience and expertise in order to help us develop this Network as much as is possible in order to achieve this potential.

The current MiFriendly Cities funding and the support we receive from MigrationWork CIC will end in January 2021. The Network Development Officer will help the Network to develop in order to be self-sustaining beyond the end of the MiFriendly Cities support.

The role will be carried out under the supervision of a management team from the Network of projects, (including Migrants at Work, BME Housing Consortium, CARAG and Community Sewing Group, and MigrationWork CIC).



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The list below outlines tasks that the Network would like to be achieved. However, this list is open to negotiation. The appointed person will be expected to agree, define, and be in regular communication with the Network about the progress of tasks.

### Aims

- To help facilitate and develop the Network during the current funding programme and beyond
- To nurture, sustain and develop 13 projects, and the organisations and individuals that lead them
- To inspire, support and develop our leaders within the Network
- To nurture, sustain and build the capacity of Network partners to work collaboratively, with each other and with external stakeholders
- To identify, apply for and secure resources and sources of funding so that the Network and our individual projects can continue our work beyond the current funding programme as a legacy of the MiFriendly Cities Social Innovation project
- To explore formally establishing the Network with the appropriate constitution.
- To work to ensure that 3 - 4 groups are represented on strategic groups in the region

### Specific tasks

These are the task that it is imagined this role will need to carry out in order to meet the aims above. However, tasks will always be agreed in discussion with the Network and we would expect that these might be altered as a result.

#### Core tasks:

##### Connecting

- Develop the relationships within the Network
- Organise regular meetings between the Network of projects, make them fun and engaging, and help the projects to feel better connected and to understand each other better
- Helping the Network to work out how best to include everyone's voices and perspectives
- Support Network leads to provide leadership roles within the Network

##### Planning + defining

- Survey the current members to identify individual projects' abilities; needs; vision; roles; and potential contribution of members to the Network
- Identify training needs and opportunities
- Assist in the development of community organisations and / or establish mechanisms in the



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- Network which will enable projects to better sustain and develop their work
- Support the Network to:
  - o Develop a 3-year plan
  - o Define its aims and objectives
  - o Define its roles
  - o Define its membership criteria
  - o Build its identity

### Communicating

- Help the Network to present itself effectively within the sector and at a local and regional level
- Offer advice and support to the Network about framing; objectives; public presence etc
- Increase and improve channels of communication between community and statutory services

### Strategic + relationships

- Identify opportunities for the Network in the sector
- Act as an ambassador for the Network locally, regionally and at the sector level
- Secure core funding for the Network
- Get the Network or members of the Network represented on 3/ 4 strategic groups in the region
- Broker relationships between the Network and key stakeholders
- Develop joint working and increase and improve channels of communication between statutory bodies and the MiFriendly Cities Social Innovation projects

### **Qualities**

We are looking for someone with:

A shared **passion for migrant's rights, migrant leadership and social justice**; who shares a common vision to **empower and build connections between migrant leaders** working in the community sector. Someone with **vision, drive and momentum**.

We're looking for somebody who can demonstrate they have **strong experience of building relationships across different stakeholders**, and who can demonstrate that they have a track record of a range of different **contacts and networks**, that they can use to quickly promote and facilitate the kind of linkages that we need.

### Experience:

- **developing** people, projects, organisations or networks;
- **securing funding** and **identifying opportunities**;
- supporting / running / delivering small to medium sized / **voluntary / grassroots community** projects
- a strong foundation of **technical skills** required to build and run an organisation/ Network including planning skills;
- finding **creative ways of helping people to work together**.



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We'd like to meet **effective communicators** who have the ability to negotiate, and who can support our Network to come to consensus. Someone who has sufficient capacity and availability to work **flexibly** with a diverse range of volunteers and groups.

The ideal candidate will have a diverse range of skills and experience, which will ideally include elements of:

A proven experience and success in identifying and securing fundraising for small to medium-sized projects;

The ability to pitch to Trusts, charitable foundations and other relevant bodies who may be able to support or sponsor the Network going forward;

An understanding of constitution and governance of small to medium community groups and charities

Connections in / Experience working in the West Midlands

Experience delivering leadership training and development.

Applicants from people with **lived experience of migration** are particularly welcomed.

#### Details

- £250 per day, 1 – 2 days a week (to be discussed and agreed on appointment)
- The appointed person will be recruited as a freelancer and will be responsible for their own taxes, and must have the right to work in the UK.
- Start date 19th October 2020
- Duration: 20 days total from October 2020, with scope for additional work. The schedule of work is to be agreed on appointment, approximately 4 months' work.
- An additional £1700 funding is available to co-ordinate and write applications for further funding for the partnership; and an additional £2000 is available to support the Network in ways identified by the Network of projects (e.g. for administrative support).
- The Network Development Officer will work closely with the MiFriendly Cities team, in particular with Tamsin Koumis (MigrationWork CIC MiFriendly Cities Project Manager) and Ros Johnson (Legacy Coordinator, MiFriendly Cities)
- The role will be carried out under the supervision of a management team from the Network of projects, (including Migrants at Work, BME Housing Consortium, CARAG and Community Sewing Group, and MigrationWork CIC), though the NDO will work to ensure that the perspectives of all Network Members are represented.



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**Projects include:**

Organisation / Partner org	Project name	Project one-liner
Migrants at Work	What I Need to Know (WINK)	Outreach and awareness raising project aiming to tackle exploitation and discrimination in the labour market. <a href="https://twitter.com/migrantsatwork">https://twitter.com/migrantsatwork</a>
BME Housing Consortium	Game of Homes	aims to help and support people who are looking for accommodation who might be homeless or at risk of homelessness, new tenants and existing renters with advice on housing issues.
Maowko	Create and Talk	Create and Talk is for Migrant women to find common ground, find their voice and connect with fellow women who are citizens. <a href="https://www.wearemaokwo.com/">https://www.wearemaokwo.com/</a>
CARAG	Right2AHome Campaign Project	A scoping project aiming to learn how to establish an accommodation project for Coventry residents with no resource to public funds experiencing homelessness <a href="https://naccomm.org.uk/finding-out-about-right-to-a-home-a-new-initiative-from-carag-in-coventry/">https://naccomm.org.uk/finding-out-about-right-to-a-home-a-new-initiative-from-carag-in-coventry/</a> / <a href="https://www.carag.co.uk/">https://www.carag.co.uk/</a>
Community Sewing Group	Padendere Community Sewing Group	aims to reduce loneliness and isolation, by running creative activities for migrants and non-migrants, which will explore issues of mental health and create opportunities for people to build creative connections. <a href="https://www.facebook.com/framatho/">https://www.facebook.com/framatho/</a>
PITP Ltd	Transitions	To inspire young refugees to join colleges and universities <a href="https://www.linkedin.com/company/professional-immigrants-transition-platform-pitp/">https://www.linkedin.com/company/professional-immigrants-transition-platform-pitp/</a>
BARA	Tuition centre	aims to provide support to children aged from 10 to 15 to reinforce math and English literacy studies in a community setting in particular with Statutory Assessment Tests SAT exams.
African French Speaking Community Support	Get out from your box!	Increasing participation and understanding of civic life, e.g. voter registration amongst BME communities in Sandwell and Birmingham. <a href="https://www.afscs.org.uk/">https://www.afscs.org.uk/</a>



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One Nation Studios	Pamoja Music	To build confidence in individuals and promote integration across communities by giving people the opportunity to express themselves at music workshops and more. <a href="http://onenationstudios.com/">http://onenationstudios.com/</a>
Ariyel Academy	Emerald Book Club	To provide a platform where people can learn and practice basic literacy skills <a href="https://twitter.com/BookClubEmerald">https://twitter.com/BookClubEmerald</a>
STUWA	Families in Conversation	aims to improve conversational/counselling skills of migrants and local parents to address family problems and support their children and avoid family conflicts which can have negative impacts on mental health of families.
Wolverhampton City of Sanctuary	It's out right	a publishing project that mainly focus in to educate migrants and non-migrants about their fundamental rights. <a href="http://www.itsourright.co.uk">www.itsourright.co.uk</a>
	More about Driving	aims to raise awareness on dangerous driving in different communities to reduce risks of accidents on the road.



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