

## Migration Exchange Programme Manager Candidate Information Pack

Thank you for your interest in our work and in joining our team.

Migration Exchange (MEX) is an informal network of funders that has been working to improve the lives of people who migrate, and receiving communities in the UK, for the past ten years. Looking to the next decade, MEX has ambitions to keep working with funders and practitioners to transform the resourcing and power of the UK migration sector and independent funder support by making it more connected, informed and able to catalyse effective action for the ultimate benefit of people within the UK migration and asylum system.

MEX has recently recruited us as Co-directors and we will begin working together in May 2022. We are excited to be recruiting two more team members to join us.

If you are excellent at building networks and engaging and communicating with partners, and if you would relish the challenge of working to create an improved landscape for migration in the UK, then we want to hear from you!

Building a diverse team is hugely important to everyone involved in this work. So, we really want to hear from candidates from a wide range of backgrounds. **People who have lived experience of the issues facing people in the immigration, asylum or nationality system and the intersection with structural racism are particularly encouraged to apply.**

The closing date for applications is 23<sup>rd</sup> May. We are holding an online session at 1 pm on **9th May** for anyone who would like to find out more about the roles available, the team you would be joining and how we work. Register [HERE](#)

Thank you for your interest in Migration Exchange and in Global Dialogue. We look forward to hearing from you.

Dylan Fotoohi and Sarah Cutler  
**Co-directors, Migration Exchange**

## BACKGROUND

[Global Dialogue](#) is an independent, international platform for philanthropic partnership which enables innovative and collaborative philanthropy, enabling funders to work together and realise ambitious goals and create lasting change. We host donor networks and collaboratives, including [Migration Exchange](#) (MEX), an informal network of independent funders. Established a decade ago, and hosted at Global Dialogue since 2015, MEX aims to improve the lives of people who migrate, and receiving communities in the UK, by informing public debate on migration and supporting welcoming communities. MEX's [strategic priorities](#) include to:

- Improve understanding of public attitudes on migration and how they relate to politics, policy, and communities.
- Use this knowledge, locally and nationally to improve accuracy and depth of conversations about migration, integration, and identity.
- Develop strong networks that forge alliances and build public support for welcoming and thriving communities for all.

### Our vision and what we do

There are brilliant organisations and people around the UK working on issues of migration, integration and refugee protection, and polls show broader public support for immigration than ever before. Yet people moving to the UK are forced to navigate a dysfunctional, hostile immigration and nationality system and face huge challenges of structural racism, inequality, and injustice. To try to address this, MEX developed a vision of ***an immigration system that welcomes newcomers, treats people with dignity and respect, and which has public confidence and consent.*** (See our Theory of Change in Appendix 1, at the end of this document.)

MEX recognises the importance of working together, through collaborations, networks and shifting power and resources, so we work with a wide range of partners including charities, academics, think tanks, journalists and other funder networks in the UK and Europe. The partnerships, collaborations and initiatives enabled by MEX have resulted in impactful and meaningful achievements, including:

- Aligning funding and analysis through the network, leading to the formation of key infrastructure including [The Migration Observatory](#), [British Future](#) and [IMIX](#)
- Developing a COVID-19 response programme, [Respond and Adapt](#), for the migration sector distributing over £2.4m to 130 organisations across the UK
- Developing a [Leadership for Social Change](#) programme tailored to emerging and established migration sector leaders, with a focus on lived experience
- Publishing [Taking Stock](#), a report on infrastructure and resources of UK migration charities and funders highlighting leadership, collaboration and influencing as key focus areas for the future.

### We need to do more

The movements and changes in public opinion galvanised by the Windrush scandal, the Black Lives Matter movement, and an end to free movement after Brexit have all had major impacts on this agenda. We know that the hostile political and legislative context demands a new, more ambitious strategy to catalyse effective action for the benefit of people within the UK migration and asylum system.

In response, MEX is changing its staffing and governance. This will mean we are better placed to develop and deliver a new strategy that will build ever stronger and more effective collaborations, partnerships, and networks. We have recently appointed two part time Co-directors who will shape and lead this strategy and its delivery. We are now looking for two more people to join us – a full time **Programme Manager** and a part time **Programme Support Officer**.

The Programme Manager does not need to have worked in the refugee and migration field or philanthropy. They must have great networking and relationship management skills, and know how to build and sustain inclusive and effective spaces, on and offline. They must be excellent communicators and know how to use a range of tools to convey key messages and keep people engaged. **Lived experience of the issues facing people in the immigration, asylum or nationality system and the intersection with structural racism will be welcomed and valued.**

## ROLE DESCRIPTION

**Job Title:** Programme Manager

**Salary:** £36,000–38,000 depending on experience

**Hours:** Full time<sup>1</sup>

**Benefits:** 25 days' holiday plus bank holidays (pro rata), 6% pension contribution and personal development leave.

**Reporting to:** MEX Co-directors

**Responsible for:** MEX Programme Support Officer

**Location:** Home-based in the UK<sup>2</sup>

This is a permanent role, subject to completion of a three-month probation period.

### Key areas of responsibility

We are looking for a skilled and dynamic Programme Manager who can listen to and connect with a range of partners, develop strong relationships, and support delivery and communications across our programmes and initiatives. We are looking for someone who can help people to connect in a busy and resource constrained field, with multiple demands on its focus and attention. This is a really varied role in a small team – you will need to be flexible, organised and enjoy working across a range of tasks.

### Key responsibilities:

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<sup>1</sup> Global Dialogue has a flexible working policy and core hours will be negotiated with the successful candidate. Applications for job shares are welcome.

<sup>2</sup> Meetings/training sessions/conferences may be held from time to time at various locations within London and you will be required to be in London at least two days a month. Costs of travel to and from these locations will not be reimbursed. Other travel undertaken for business reasons will be reimbursed in accordance with Global Dialogue's Travel and Expenses Policy.

1. **Connect and engage with people and organisations throughout our network in the UK** – those working on migration and protection, funders, partners in think tanks, and change-makers on intersecting issues.
2. **Build new relationships which connect beyond the migration field**, with a particular focus outside of London.
3. **Develop and deliver our engagement and communications strategy**, including **establishing and managing** appropriate digital platforms and our webpages.
4. Help to **shape and design activities that support the MEX strategy** and increase the impact of our work and align with our values.
5. **Project manage** MEX projects and relevant network activities as required.
6. **Develop and commission content** that shares insights and learning with our audiences.
7. Work with colleagues to **develop effective programme plans and delivery** across a range of projects.
8. **Confidently represent Migration Exchange** in key relationships and events, including in person.

### Required

- A talent for building strong and equitable relationships.
- Experience of developing and delivering communications and engagement plans.
- Experience of working within networks and/or across organisation boundaries.
- Confident operator of engagement platforms and network tools.
- Strong project management skills.
- Excellent concise communication and presentation skills.
- Informed passion for human rights, social change, and civil society and an understanding of issues facing people impacted by immigration control.
- Good budget-management and financial literacy skills.
- Flexibility to attend in-person meetings and events.
- A high level of administration and IT skills.
- Permission to live and work in the UK.

### Essential behaviours and ways of working

- Humility and the ability to listen.
- Commitment to the values of equality and human rights, anti-racism, and a passion for social change.
- Ability to work inclusively, build trust and effective interpersonal relationships with people of all backgrounds.
- Confidence to challenge others and build new ways of working that disrupt established power dynamics and structures.
- Ability to adapt to rapid changes in external context.

- Ability to multi-task, plan ahead, and meet deadlines.
- Ability to work on own initiative and as part of a team.

#### Desired

- Direct lived experience of the immigration system (you will not need to discuss this experience at application or interview).

### RECRUITMENT TIMETABLE

Information session online (optional)	1 -2 pm 9 <sup>th</sup> May 2022
Deadline for applications	5 pm, Monday 23 <sup>rd</sup> May
Interviews	W/beg 6 <sup>th</sup> June

### HOW TO APPLY

If you would like to apply for this role, please send a cover letter of no more than two pages explaining:

- Why you would like this role
- How you meet each point in the person specification

Please also attach a copy of your CV.

Please send these three documents, **by 5 pm on Monday 23<sup>rd</sup> May**, to [operations@global-dialogue.org](mailto:operations@global-dialogue.org)

We are aiming for this recruitment process to be as accessible and equitable as possible, and we encourage potential applicants to email [operations@global-dialogue.org](mailto:operations@global-dialogue.org) if you would like a confidential conversation or have questions or need more information on how to apply. We are holding an online session at 1 pm on **9<sup>th</sup> May** for anyone who would like to find out more about the roles available, the team you would be joining and how we work. Register [HERE](#)

We will pay for travel time to interviews and offer flexibility on format and location to accommodate any access needs.

We are committed to the employment and career development of people with disabilities. We will make reasonable adjustments during the recruitment process and during employment. If you declare that you have a disability and meet the minimum criteria for the job, we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

**We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background.**

## APPENDIX 1

### Global Dialogue/MEX: Current Theory of Change

MEX's vision is an immigration system that welcomes newcomers, treats people with dignity and respect, and which has public confidence and consent. In pursuit of this, MEX currently works towards two high level outcomes: firstly, charities and civil society allies pursue common goals which reflect shared values of welcome and fairness, and secondly a resilient, sustainable and effective migration sector protects rights and builds public support.

MEX focuses on four outcomes to achieve this:

a) **stronger alliances** so that there is an increase in the number and breadth of those actively engaging in positive initiatives to protect rights or increase welcome, and deeper and broader relationships form between individuals and groups within the migration sector

b) **improved capacity** so that core organisations have the skills and resources to engage in systemic change, strategic communications, collaboration, and partnership, and have mechanisms for cooperating and sharing assets which are both long term and agile

c) **increased investment** so that funding is aligned to address gaps, and there is an overall increase in the amount of independent funding supporting migration and refugee system reform and protection of rights.

d) **smarter learning exchange** so that there is improved knowledge about the context, barriers, opportunities and what works, and promising ideas are turned into living initiatives.

Migration Exchange currently receives grants from trusts and foundations including Paul Hamlyn Foundation, Barrow Cadbury Trust, Unbound Philanthropy, Esmee Fairbairn Foundation, Trust for London, Migration Foundation, Joseph Rowntree Charitable Trust, Oak Foundation, Lloyds Bank Foundation and Comic Relief.

## APPENDIX 2

### Migration Exchange: Recent achievements

- **“Taking Stock and Facing the Future”** is a review of the UK migration and refugee sector, commissioned by MEX. It illustrates a detailed profile of the sector and the funding landscape in early 2020. This includes an analysis of the sector’s income, resource allocation, capacity, financial resilience, geographical spread, and focus of work. In parallel, it provides an analysis of the funding landscape and the overall nature of grant making in this field. It provides concrete recommendations to maximise and strengthen the impact of the sector over the coming decade.  
We have launched a webinar series aiming to improve how organisations approach funding the intersection between racial justice and migration, working in partnership with Funders Race Equality Alliance.
- **A coordinated funder response to COVID-19 tailored to the needs of the migration sector:** MEX led the development of the first dedicated funding programme for the migration sector, initiating a partnership with Refugee Action and NACCOM. In under four months the Respond and Adapt programme raised over £2.4m of aligned funding that was distributed to 130 organisations in the four nations of the UK alongside a programme of support and convening through an [information and data hub](#) delivered by Refugee Action. This programme was informed by regional analysis as well as MEX commissioned research which combined public health expertise and migration data to establish a [framework](#) for understanding the risks and impact of the COVID-19 on people in different parts of the immigration and asylum system in the UK. MEX also initiated a series of strategic aligned grants to ensure collective care (through wellbeing sessions), track and monitor far right threat (through Hope not Hate and Community Security Trust), and influence vaccine delivery for those in the immigration system (through Doctors of the World). RAP has funded and commissioned anti-racism training for over 60 organisations, in partnership with brap. RAP also supported organisations to develop their communications strategy and commissioned a series of films and blogs under the banner of [‘Resilience’](#), modelling the ‘Hope based communications’ approach to showing welcome and community in action.
- **Development of a Leadership for Social Change programme tailored to the needs of emerging and established migration sector leaders:** in 2019 MEX worked with leaders in the sector to commission a review into leadership development needs and opportunities which led to nine trusts and foundations committing resources to a leadership pilot, being designed and delivered by [Clare Social Leadership](#), [Centre for Knowledge Equity](#) and [Lived Experience \(LEx\) Movement](#). This includes a focused, [summer online programme](#) on responding to COVID-19. [‘Leading Beyond Borders’](#) launched in September 2021.
- **Organised sector and funder briefings with expert speakers from around the UK:** this has included briefings on immigration policy and legislation, attitudes to immigration, advice needs of EU citizens after Brexit and public attitudes on race and migration. MEX also commissioned field reflections on recent elections and organised free training on whistleblowing and crisis communications. This work helped to inform a range of related funder programmes, including an [Immigration Attitude Tracker](#) which is jointly delivered by Ipsos Mori and British Future, providing a unique longitudinal study of public attitudes.
- **Brokered funds for bold initiatives to scale and to support and strengthen collaborative work:** including support for the ‘Lift the Ban’ coalition of over 200 organisations campaigning to ensure that people seeking safety in the UK have the right to work and



aligning support to Asylum Reform Initiative and [Together With Refugees](#), and polling and content creation to mark the [70<sup>th</sup> anniversary of the Refugee Convention](#).