

Call for Applications – Co-Creation Group

Shaping the Future: Leadership Initiative pooled fund

Migration Exchange (MEX), 8 July 2024

1. Summary

Migration Exchange¹ (MEX) is embarking on a three-year pooled fund, 'Shaping the Future'. This initiative is aimed at addressing critical challenges in leadership development in the UK refugee and migration sector. The initiative will use a participatory grant-making approach to award funding to organisations looking to boost leadership capability and capacity. It will be based on a tailored strategy that aligns with sector needs, to unlock the potential of leaders across the refugee and migration field.

MEX is now seeking individuals to join the Co-Creation Group, which will design the parameters of the fund, ensure an equitable grant application process, and serve as the participatory grant-making panel to make decisions on the allocation of funding. This call for applications describes the role, time commitment, person specification, practical considerations and details on how to apply.

For all background details of the initiative, view/download [Concept note – Shaping the Future Leadership Initiative](#).

2. Co-Creation Group - Summary

The Co-Creation Group will be established in September 2024. We are looking for people with experience in the refugee and migration field, knowledge of leadership development, and with lived experience of the migration system.

Group members will work together to co-design the funding priorities, contribute to creating a fair, accessible and straightforward application process, and review shortlisted applications to make decisions on which applicants should be recommended for funding. This group will be based on a model of participatory grantmaking.

¹ [Migration Exchange](#) is a UK-based charitable programme whose mission is to cultivate insight, connection and action across the UK refugee and migration field, working together with civil society to achieve positive change. See: [MEX 2023-2028 strategic framework](#).

Term: Appointments will be made in September 2024 and the group will be disbanded in May 2025, when grants for the Shaping the Future fund are awarded. It will entail up to a maximum of 10 days of work within this period.

3. Objectives and key responsibilities of the Co-Creation Group

The Co-Creation Group will be responsible for developing the 'Shaping the Future' leadership Fund. It will contribute to establishing the fund parameters, designing the application process, reviewing shortlisted applications, and collectively deciding on which applying organisations and individuals will receive the funding.

Within the timeframe stipulated, MEX will expect the Co-Creation Group to:

1. Together with the MEX team, design the Shaping the Future pooled fund, developing and expanding on the initial concept note.
2. Set out the grant priorities and parameters.
3. Support with the development of the grant application process, ensuring that it is fair and accessible.
4. Support with the outreach and dissemination plan for the grant call, ensuring that it is designed to reach a wide array of organisations and individuals in the refugee and migration field, with particular focus on lower income organisations, organisations led by people with lived experience of the migration system, and grassroots organisations, around the UK.
5. Review and score shortlisted applications.
6. Attend and participate in decision-making meetings to select the finalists to recommend for grants.
7. Collaborate with the learning and evaluation partner for the Initiative.

Note:

- The Group will be supported to carry out these activities by the MEX Co-Director leading the project, the MEX Programme Manager, and in certain cases by an external facilitator.
- Global Dialogue (registered charity and MEX's fiscal host) holds the pooled fund and will be responsible for managing the funds for the term of the initiative, receiving recommendations on the allocation of resources from the Co-Creation Group, and administering and releasing agreements and grants to grant partners.

4. Person specification

The Group will comprise of between 8 to 10 people.

We are looking for people with some or all of the following experience. Please note we do not expect everyone to have all the experience listed.

- Direct lived experience of the migration system
- Understanding and experience of the UK social change sector, especially in refugee and migration work.
- Experience in co-designing and developing projects for systemic change.
- Familiarity with participatory grantmaking models.
- Proven ability to creatively address barriers to leadership.
- Awareness of power dynamics and intersectionality, and commitment to anti-oppressive and collaborative ways of working within diverse teams.
- Knowledge of leadership development opportunities in the refugee and migration field.
- Monitoring outcomes and impact communication.

5. Practicalities

Time commitment and term

The term of the Co-Creation Group is eight months, from September 2024 to May 2025. The anticipated time commitment for each member of the Co-Creation Group over this period is approximately ten days. This includes attending meetings with the Group or having meetings with members of the MEX team, carrying out work outside of meetings such as reviewing documents and applications, and following up on meeting actions.

The Group will be disbanded when the grants for the Shaping the Future Leadership fund are allocated, in May 2025.

Meeting frequency and work plan

Once the group is confirmed, there will be an initial meeting with a consultant to draft the funding parameters for the Shaping the Future initiative. The first meeting of the Co-Creation Group will be **in October 2024**. The purpose of the first meeting will be to introduce the Group, build connections, refine the Shaping the Future fund strategy, and discuss the timeline and work plan for the months ahead.

The Co-Creation Group will have further online meetings between November and January to finalise the grant application process. January-April will be set aside to develop the decision-making process. In April, after applications have been received and shortlisted, the

Co-Creation Group will meet to deliberate and make decisions on who to recommend for funding.

Individual responsibilities:

Apart from meeting attendance, responsibilities will include:

- Engaging with communication from the MEX project lead and project manager for the Shaping the Future Initiative, as well as any external consultants
- Looking at any material prior to meetings as needed
- Carrying out any actions which have been assigned during the meetings
- Reading, scoring and coming to a decision with other group members about grants to be awarded

Expectations:

Co-Creation Group members are expected to attend all meetings. Where attendance is not possible, members should send any updates relevant to the Initiative to the rest of the Group so that they can be shared during meetings.

Reimbursement and considerations for being on the Co-Creation Group:

- People will be compensated for their time as members on the Co-Creation Group. Members can invoice at a rate of £500 per day, up to £5000 (based on up to 10 days' commitment) for the term.
- We expect people to apply as individuals, not as part of their associated organisation. Please note that if you join the Co-Creation Group, this will mean that you cannot apply to the fund for a grant. However, this does not exclude your organisation or another person from your organisation from applying for a grant from the leadership fund (conflict of interest processes will be carried out)
- For those who are not able to work due to their immigration status or restrictions linked to welfare benefits, we still welcome applications to join the Co-Creation Group. However, we unfortunately cannot pay for involvement in the Co-Creation Group. We can provide other support to members' facing restrictions, to reduce barriers to participation. This will be agreed with each member according to their situation and needs.

Expenses

Most meetings will take place online. Travel expenses to enable participation at in-person meetings will be covered.

How to apply

To apply to be part of the Co-Creation Group, **please send an email to mex@global-dialogue.org with the following:**

- 1. A statement of maximum 700 words**, answering the questions:
 - Could you outline how you meet some/all of the experiences listed in the 'Person Specification'? *
 - Why do you want to join the Co-Creation Group and what could you contribute to help shape its strategy?

*Note: While we invite you to inform us if you have lived experience of the migration and asylum system, we do not expect you to provide detailed information about your personal experiences if you do not feel comfortable to.

- 2. Your CV or a link to your LinkedIn profile**

Note: Application support and alternative ways of applying

If you require any support or have questions about how to prepare and submit your application, please do email us. We are happy to support.

We can also accept applications submitted verbally or through voice recording. Please contact us on mex@global-dialogue.org by 19 July to arrange this.

Closing date: **Monday 5th August 2024**

Interview support: Please note that people invited to interview will be reimbursed for their time.

We strongly encourage applications from people who have experienced barriers or exclusion linked to their race, gender, disability, economic status or have lived experience of the migration system. We are committed to developing our working practices in ways that include people with disabilities. Please contact us to discuss any accessibility requirements.

Timeline of recruitment:

8 July	Start of call for applications
5 August	Closing date for applications
Week commencing 9 September	Interviews
Week commencing 23 September	Appointment of Co-Creation Group