Communications and Campaigns Assistant
(March 2022)

**Want to kick-start your career in social media and campaigning at a leading LGBTQI+ asylum and immigration rights charity?**

Rainbow Migration, the leading UK charity dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting for a Communications and Campaigns Assistant who is keen to gain experience in digital communications, campaigning and supporting the involvement of people with lived experience in our work. You will also gain experience of fundraising.

Rainbow Migration has been campaigning for the rights of LGBTQI+ people since 1993 and have stepped up this work since 2021. We now have an opportunity for a Communications and Campaigns Assistant to join us and provide vital support across campaigning and influencing work, fundraising and communications.

This would be an ideal position for a creative, digital-savvy individual and a passion for LGBTQI+ campaigning.

This role will receive full training and support as required to deliver your responsibilities:

* Create and schedule social media posts
* Create graphic, audio and video content
* Help to set-up, test and promote online campaign actions
* Support the planning and delivery of online and in-person events
* Interview service users and write up their stories
* Help to support the involvement of LGBTQI+ people with lived experience of the asylum system in our work
* Help keep our fundraising database up-to-date and draft correspondence for our individual donors

Rainbow Migration’s vision is a world where there is equality, dignity, respect and safety for all people in the expression of their sexual orientation or gender identity. Our values are:

* **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.
* **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
* **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
* **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

At Rainbow Migration, we don’t just accept difference – we celebrate it, we support it, and we thrive on it. We’re proud to be an equal opportunity employer and we value diversity. We do not discriminate on the basis of race, religion, colour, national origin, gender, gender identity sexual orientation, age, marital status, or disability status – simple, we consider all qualified applicants, consistent with any legal requirements.

We welcome applications from candidates with lived experience of going through the UK asylum or immigration system or who have been subject to immigration control, and also people of colour who are currently underrepresented among our staff. We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on your ability to do normal daily activities), providing such candidates meet the essential criteria. If you wish to qualify under this scheme, please make this clear when applying.

**CONTRACT TYPE:** Permanent

**HOURS:** 35 hours per week. We will consider part-time or job share. When applying, please state what hours you are looking to work. Very occasional evening work is required, and possibly at weekends, but with plenty of notice (meetings and events will be held virtually until the office space is open again).

**SALARY:** Starting at £21,101 with potential annual step increases up to £22,385 (pro rata if working part-time), plus statutory employer’s pension contribution. In addition to an annual step increase, the trustees consider giving a separate inflationary increase every April.

**LOCATION:** Rainbow Migration’s offices are based in Borough, Central London, and this role would normally be office-based. At the time of posting this advert, all Rainbow Migration staff are working from home due to Covid-19. A mix of working at home and/or the office is likely for the foreseeable future. There might also be occasional travel outside London with plenty of notice.

**ANNUAL LEAVE:** 25 days per year rising after 24 months by 1 day after each year of service to maximum of 28 days per year (pro rata if working part-time).

**CLOSING DATE:** 11pm, 3 April.

**INTERVIEWS:** Between7 – 12 April

**HOW TO APPLY:** Pleaseread the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact the line manager via recruitment@rainbowmigration.org.uk.

Please email your CV, covering statement, and optional monitoring form to recruitment@rainbowmigration.org.uk. When writing your covering statement, pleasegive examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate you meet the necessary criteria for the role, and if you meet any of the advantageous criteria. Skills and experience could be from , training, volunteering, interests and life experience. Please make your statement no longer than two A4 pages.

Please also confirm in your statement if you wished to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on your ability to do normal daily activities).

By submitting an application, you:

1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided with your application is true and correct and that you understand that any false information or statement given will justify the dismissal from Rainbow Migration if appointed.

Privacy Notice: Your privacy and data protection

In order to recruit and manage staff, Rainbow Migration needs to store personal information (data) about all applicants. Rainbow Migration is registered as a “controller of personal data” under the Data Protection Act 2018 with the Information Commissioner. By applying for this role, you agree that we will keep the information on your CV and covering statement. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. Monitoring information is amalgamated for statistical purposes and the original data then destroyed. Rainbow Migration keeps all personal information safely and securely, and does not share your information with anyone outside Rainbow Migration or any other organisation without your consent. Information is kept for the minimum period necessary which for CVs and covering statements for unsuccessful applicants is 12 months after the conclusion of the recruitment campaign.

Communications & Campaigns Assistant:
Job Description

Purpose

The Communications and Campaigns Assistant will provide support to deliver Rainbow Migration’s communications, campaigns and fundraising and to help achieve two of Rainbow Migration’s strategic goals:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimum wellbeing and no isolation among LGBTQI+ asylum seekers and refugees.

Responsibilities

Social media

* Create and schedule social media posts across Twitter, Instagram and Facebook as guided through planned content calendar
* Create graphic, audio and video content to support Rainbow Migration’s communication, fundraising, campaigns and influencing objectives using tools such as Canva in line with brand guidelines
* Proactively assist in identifying new social media platforms
* Support digital reporting using social media analytics and Google Analytics

Campaigning

* Help to set-up online campaign actions and embed them onto the Rainbow Migration website
* Assist with the production of campaign resources and materials
* Support the planning and delivery of online and in-person campaign events.
* Assist with monitoring and reporting on campaign activity so we can track our progress and impact
* Provide administrative and logistical support to the Campaigns Advisory Group (a lived experience group helping to shape our campaigns)

Wider communications and fundraising

* Interview service users, write up their stories and maintain a searchable database of service user stories within Salesforce
* Support colleagues to maximise the involvement of LGBTQI+ people with lived experience of the asylum system in our work
* Support wider communications activity (e.g. email, newsletter, blogs, events, campaigns and other initiatives), including drafting content and proofreading
* Help keep our fundraising database up-to-date and draft correspondence to individual donors
* Implement requested updates to the text on the website copy and images (WordPress) and assist with SEO optimisation

Other

* Support other areas of Rainbow Migration’s work when required
* Comply with all Rainbow Migration policies
* Undertake other reasonable tasks as requested

Reporting

The Communications and Campaigns Assistant will report to the Communications Manager.

Communications & Campaigns Assistant
Person Specification

Experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience.

Necessary skills and experience

1. Experience of using social media (e.g. Twitter, Instagram and/or Facebook)
2. Ability to create and edit engaging content using digital tools (e.g. Canva and/or Adobe programs i.e. Photoshop or Premiere Pro)
3. Good organisational and planning skills
4. Excellent attention to detail
5. Ability to build rapport and communicate sensitively and sympathetically with people in situations of vulnerability

Advantageous skills and experience

1. First-hand experience of the asylum or immigration system
2. Knowledge of another language spoken by Rainbow Migration service users e.g. Albanian, Arabic, Bengali, Farsi, French, Kurdish, Mandarin, Portuguese, Pashto, or Urdu
3. Experience of using social media scheduling tools such as TweetDeck or Hootsuite
4. Basic video editing skills
5. Experience of basic WordPress content management
6. Basic understanding and/or experience using Google Analytics
7. Experience of using online campaigning or fundraising software
8. Experience of organising events

Essential core competencies expected of all Rainbow Migration staff

1. Passionate about equality and human rights, particularly in regard to LGBTQI+ people seeking asylum
2. Good English verbal and written communication skills
3. Ability to work independently while understanding the importance of seeking guidance and support when required
4. Ability to plan and prioritise work and meet deadlines
5. Ability to work collaboratively within a small, multidisciplinary team
6. Ability to work occasionally outside regular office hours
7. Ability to work with people from diverse backgrounds
8. Ability to use standard workplace software programmes including Microsoft Word, Excel and PowerPoint