**THE ‘ASYLUM MATTERS’ PROJECT**

**CAMPAIGNS PROJECT MANAGER, WALES**

**Job Title: Campaigns Project Manager**

**Location: Cardiff, to cover Wales**

**Hours: Full time (35 hours per week)**

**Salary: £26,000 per annum**

**Leave: 28 days per annum**

**Contract: Contract to end of 2019**

**Responsible to: Asylum Matters Project Director**

**Closing date: 18 June 2017**

**Interview date: 29 June 2017**

Asylum Matters is a new project that brings together and builds on the successful work of Still Human Still Here and Regional Asylum Activism (RAA).

Asylum Matters will work in partnership locally and nationally to improve the lives of refugees and people seeking asylum through social and political change. By mobilising and coordinating local, regional and national advocacy work, the project will increase the impact of campaigns to secure improvements in asylum policy and practice. The mandate of the project is to drive forward and secure the eight goals identified at the Sanctuary Summit in November 2014.

The successful candidate will work in partnership with local organisations and networks in Wales to develop and implement strategies for promoting change locally and nationally. To that end, they will have experience of successfully developing and delivering creative and impactful campaigns that have achieved policy change. They will be an effective communicator, able to build strong partnerships and work collaboratively with partners to identify gaps, amplify existing work and facilitate connections. They will be a self-starter, able to spot influencing opportunities and swiftly mobilise support to seize them. They will have excellent knowledge of the asylum system and a commitment to providing a platform for the voices of those with direct experience of it.

Currently, the project has three Campaigns Project Managers who are based in the North West, Yorkshire and Humberside and the West Midlands, with recruitment currently taking place for this post and a post in Wales. The five Campaigns Project Managers will be managed by the Project Director, who is based in London. All Asylum Matters staff will have employment contracts with City of Sanctuary, which is the hosting organisation for the project.

**Job Description**

**Main Responsibilities:**

**Promote regional campaigning hub**

* Act as a resource for local campaigns and networks which work to further the interests of people seeking asylum and refugees, in keeping with the aims and values of this project;
* Strengthen existing networks by building campaigns capacity and broadening the involvement in campaigns activities to include additional local groups and activists;
* Facilitate the involvement of those with direct experience of seeking asylum in campaigns.

**Campaigning**

* Proactively identify influencing opportunities and mobilise regional support to take them forward;
* Collate regional evidence and case studies in support of identified national campaigns and ensure regional issues inform national policy debates;
* Support local organisations/networks to campaign on local and regional issues where appropriate including working to influence the regional Home Office;
* Share campaigning ideas and suggestions of best practise from other regions and nations.

**Attitude Shifting / Movement Building**

In consultation and partnership with existing organisations work to:

* Develop, refine and implement strategies for promoting change in the region;
* Influence decision-makers such as MPs, local councillors and other opinion formers;
* Build relationships with local journalists and facilitate the coverage of positive stories in local media;
* Engage with allied groups where there is potential for untapped support;
* Engage and mobilise a wider community support base to take action/support identified campaigns.

**Organisational**

* Provide oversight of the projects’ activities in the region, ensuring that it remains true to its aims and values;
* Induct and supervise any volunteers;
* Take part in regular team calls and face-to-face team meetings with Asylum Matters staff, sharing developments and updates from the region;
* Work with the team to define initial and ongoing campaign priorities and benchmarks for success;
* Ensure positive and mutually beneficial engagement with City of Sanctuary staff, as the hosting organisation, including taking part in City of Sanctuary team meetings where relevant;
* Oversee the project expenditure within the region, maintaining appropriate records and liaising with the Project Director regarding expenditure;
* Ensure proper monitoring and reporting of regional campaigns activities and support the Project Director in ensuring reporting to funders and any other independent evaluation;
* Regularly report to the Project Director on the progress of the project;
* Bring difficult or contentious issues to the Project Director where appropriate.

Undertake other tasks as relevant and commensurate with the post.

**Person Specification**

**Essential**

1. Experience of developing and implementing an advocacy strategy
2. Knowledge and understanding of how to influence local or national decision-makers, councils, parliamentarians and other campaign targets
3. Experience of achieving positive changes in policy
4. Experience of achieving or promoting positive changes in attitudes towards a particular group or issue
5. Knowledge of how the asylum system impacts on people seeking asylum
6. Experience of providing a platform for those directly affected by injustice
7. Ability to build strong partnerships and maintain positive working relationships with individuals and organisations
8. Ability to organise, chair and minute meetings
9. Ability to write clear and concise reports, briefings and other campaigns materials
10. Excellent English oral communication skills including proven ability to design and deliver presentations and talks to a variety of audiences
11. Experience of setting up and maintaining effective record keeping systems
12. Proven ability to think strategically, solve problems and lead decision-making
13. Ability to be proactive and flexible and to work independently
14. Understanding of and commitment to the values and aims of the project
15. Ability to travel within the UK

**Desirable**

1. Direct experience of the asylum process or of working with asylum seekers
2. Experience of building and leading coalitions, or of facilitating joint advocacy or campaigns initiatives
3. Ability to work with the media

**Application process**

Please fill out the application form

Please email your application to andrea@asylummatters.org

The closing date for applications is 18 June 2017.

Interviews will be held on 29 June 2017.

We are sorry that we will are unable to provide feedback to unsuccessful candidates.