**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: Fixed term contract to end of 2019, with the possibility of extension**

**Responsible to: Asylum Matters Director**

**Closing date: 5pm Thursday 17 January 2019**

**Interview date: TBC**

Asylum Matters works 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, we aim to increase the impact of campaigns to secure improvements to asylum policy and practice.

Asylum Matters was created in early 2017 through the merger of two initiatives working to improve the lives of refugees and people seeking asylum in the UK – the Regional Asylum Activism Project and the Still Human Still Here coalition. 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.

Asylum Matters has five Campaigns Project Managers covering the North West, North East, Yorkshire and Humberside, West Midlands and Wales, who are managed by the Project Director, based in London and the Deputy Director, based in Manchester. All Asylum Matters staff have employment contracts with City of Sanctuary, which is the national hosting organisation for the project.

**Job Description**

**Main Responsibilities:**

**Promote Wales 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 support to take them forward;
* Collate local evidence and case studies in support of identified national campaigns and ensure Welsh issues inform national policy debates;
* Support local organisations/networks to campaign on local issues where appropriate including working to influence local authorities, the Welsh Government, Assembly Members, MPs and Government Departments;
* 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 Wales;
* Influence decision-makers such as MPs, AMs, 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 Wakes, 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 Wales, maintaining appropriate records and liaising with the Director regarding expenditure;
* Ensure proper monitoring and reporting of campaigns activities and support the Project Director in 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. CVs will not be accepted.

Please email your application to [andrea@asylummatters.org](mailto:andrea@asylummatters.org).

The closing date for applications is **5pm on Thursday 17 January 2019.**

Interviews will be held in Cardiff in January (date TBC).

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