



at  
Global Dialogue

## Job vacancy – Programme Coordinator, Migration Exchange

We are seeking an organised, proactive person to coordinate the work of Migration Exchange funder network. This is an exciting opportunity to take up a flexible, varied role supporting a dynamic project focused on one of the biggest social justice issues of our time.

Migration Exchange is an initiative of a group of independent funders, established in 2010. Migration Exchange 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. It is an informal network of funders which works by:

- commissioning analysis to support funders and key partners to take effective action on shared concerns
- identifying fundable propositions that will contribute to achieving overall goals, and resourcing this activity to address gaps
- supporting bold ventures where aligning grants enables activity to take place at scale or increases the potential for impact
- learning from funded activity, and capturing and sharing that learning with others
- using the convening power of members to support, connect and strengthen good work.

Migration Exchange is hosted by Global Dialogue, a registered charity that promotes human rights and social change through innovative and collaborative philanthropy. We are based at the award-winning Foundry building in Vauxhall, London.

### Job Description

Migration Exchange is led by a part time consultant director, reporting to a management committee and to the Global Dialogue board. The coordinator role will support all aspects of the delivery of this work, including:

- **Meetings:** support for effective running of Migration Exchange meetings (three annual main meetings, plus three management committee meetings) to include coordination of all meeting arrangements.
- **Administration:** managing the filing system, updating key documents and contact lists, and having regular project management meetings with programme director and Global Dialogue colleagues.
- **Grant making and commissions:** supporting the delivery of small grants and commissions in support of the goals of Migration Exchange, including ensuring

sign off processes in Global Dialogue, overseeing the grant agreement process with grantees, grant delivery and reporting, and liaising with external consultants for contract arrangements, in line with Global Dialogue policies.

- **Event management and support:** support for delivery of up to 6 briefing or webinars a year, over and above main meetings. This includes event planning and coordination, managing invite lists, attendee liaison, venue identification, attendance to support logistics.
- **Finances and budgets:** managing Migration Exchange finances including drafting and monitoring annual budgets, creating project budgets and providing commentary to accountants. Keep accurate records of income and expenditure, provide quarterly updates for management and board meetings, process invoices related to Migration Exchange transactions, maintain records against agreed budgets for each funder and project.
- **Funder reports and applications:** maintaining a diary of funder deadlines and reports due, and supporting the programme director to submit funding applications, including drafting content and finance information.
- **Communications:** supporting the programme director to ensure that communication with members and external stakeholders is consistent with relevant branding and makes use of the Ariadne portal. Ensuring text on the website is current and agreed with funders where necessary.
- **Commissioning and mapping:** support to the programme director to commission evaluation, research and scoping exercises as required. This may include attendance at events and informal networking within the migration sector.

### Person Specification

We are looking for a highly organised self-starter who is comfortable working autonomously and as part of a small team on a varied mix of tasks. The successful candidate will have the following skills and experience:

#### Required:

- Excellent communication skills
- Strong project management skills, including excellent budget management skills
- Attention to detail
- Ability to work unsupervised
- Excellent writing skills
- Experience of organising successful events and meetings
- Experience of finance administration and budgeting
- Minimum one year's work experience in a relevant environment
- Excellent spoken and written English
- Excellent IT skills, including MS Office applications and social media
- Interest issues of migration and social change
- Permission to live and work in the UK

#### Desired:

- Experience of providing support to on- and offline networks
- Previous work experience with a non-profit organisation
- Research skills, including use of survey tools and databases
- Understanding of the issues facing migrants, refugees and the organisations which support them

**Terms and Conditions:**

- Working hours: 21 hrs a week at £28,000 - £30,000 per annum/pro-rata. This is an office-based role, but we encourage applications for flexible working
- Working hours: This is a part-time role for 3 days/week, based on a FT equivalent of 35 hours per week excluding lunch breaks
- Start date: July 2018
- Holidays: 25 days per annum pro-rata plus UK public holidays
- Pension: Global Dialogue contributes 3% to its workplace pension scheme.
- Length of initial contract: 1 year, subject to renewal, with a three-month probationary period

**Application Instructions:**

The closing date for applications is 5pm on Thursday 5<sup>th</sup> July 2018. Interviews, including a short test, will be held in London on Thursday 12<sup>th</sup> July.

To apply: please submit a maximum two page CV and a one page cover letter to [info@global-dialogue.eu](mailto:info@global-dialogue.eu)

Please use the following subject line: "Migration Exchange coordinator: Last name, first name". The filename of your CV should be "LastnameFirstname\_CV" and that of your cover letter should be "LastnameFirstname\_Cover".

Please note that due to the large number of applications we receive, we will only be able to contact short-listed candidates and cannot offer feedback on unsuccessful applications.

Thank you for your interest in working for Global Dialogue. We look forward to hearing from you.

You can find privacy information for job applicants [here](#).