



We Belong – Communications Officer 2023

	Role Description
Role	Communications Officer
Reporting to:	Operations Manager
Location	London
Organisation purpose:	<p>We Belong exists to ensure young migrants living in the UK are treated equally and fairly in the society they call home. We Belong works with and for young migrants to hold those in power to account and fight for wider immigration reform.</p> <p>We do this by breaking down barriers through direct advocacy, strategic litigation, campaigning, and equipping young migrants to be leaders and set agendas within the migration sector. We also provide support by giving accurate information on student finance rules and various opportunities and make referrals to organisations for young people to get the legal advice they need.</p>
Context	<p>We Belong team is comprised of eight staff members based in London and Manchester. The team works with young people who have migrated to the UK and supports young people who are impacted by hostile immigration policies and empowers young people to speak out and be inquisitive about their rights. In 2021, after four years of campaigning, we secured a major policy win on the Ten-Year Route to settlement: this win will benefit the estimated 330,000 children and young people living in the UK with precarious status.</p>
Role purpose:	<p>Our Communications Officer will engage and mobilise young migrants and empower young people to share their stories in a purposeful manner. The Communications Officer will work closely with staff to identify, support, and develop creative content to raise awareness of the organisation and our projects, in both London and Manchester. The Communication Officer will develop organisational narrative and have oversight of all comms elements of organisational events. The Communications Officer will engage with external stakeholders to develop creative means of marketing We Belong’s social justice campaigns. The Communications Officer will be working closely with our Comms Consultant to advance We Belong’s campaigns and advocacy.</p>
Key accountabilities	Key activities/tasks
Working with clients	<p>Upholding a positive, empowering, approach to working with young people, including:</p> <ul style="list-style-type: none"> • Working respectfully and non-judgementally to engage young people in We Belong's work • Encouraging participation when appropriate • Maintaining appropriate, bounded relationships with young people • Developing an understanding of and keeping up to date with relevant policy and

	<p>legislation</p> <ul style="list-style-type: none"> Acting on safeguarding and risk information in line with We Belong policies and procedures.
Partnership and team working	<p>Maintaining effective liaison with colleagues working across We Belong and external organisations including:</p> <ul style="list-style-type: none"> Attending and participating in team meetings and other events including training days Identifying young people who want to share their lived experience to support campaigns Contributing frontline experience to We Belong’s campaign and sector change work Networking and building relationships with external professionals and agencies supporting young people.
Development of Organisations Communications	<p>Engaging young migrants with lived experience and developing organisational communications including;</p> <ul style="list-style-type: none"> Growing We Belong’s presence on social media and building online relationships with key individuals and organisations Monitoring social media for stories about young migrants Supporting young people to share their stories on the organisation's platforms Developing, supporting and promoting organisation's vision, including message development and social media content creation Coordinating meetings and maintaining relationships with stakeholders Supporting all relevant communications activity across online platforms Keeping up to date with new social media platforms
General responsibilities	<ul style="list-style-type: none"> Attending and participating in internal meetings as required Being a positive, cooperative and constructive team member, upholding the values of We Belong, complying with We Belong’s monitoring and recording requirements Representing and promoting the organisation’s work positively Carrying out all work with due regard to We Belong’s policies and procedures, including safeguarding and staff safety Promoting Equality and Diversity principles in all aspects of work.
Other duties	<ul style="list-style-type: none"> Carrying out any other duties which fall reasonably within this role.

	Person Specification	
	Essential (must have in order to carry out the work)	Desirable (not essential but preferable)
Knowledge		

<ul style="list-style-type: none"> • Understanding of the principles and practice of youth participation • Knowledge of immigration system • Knowledge of other organisations working in the sector 		<p>X</p> <p>X</p> <p>X</p>
<p>Experience</p> <ul style="list-style-type: none"> • Lived Experience of the UK’s immigration system • Experience of providing information and advice and advocacy • Experience working with young people 	<p>X</p>	<p>X</p> <p>X</p>
<p>Qualifications and training</p> <ul style="list-style-type: none"> • Relevant qualifications/training to the post 		<p>X</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Ability to develop relationships with and relate to a diverse range of young people • Skills in providing information, and assistance • Excellent verbal and written communication skills • Ability to plan, record and organise work • Ability to create effective working relationships with other professionals • Knowledge of digital marketing tactics, such as SEO and email marketing • Ability to represent We Belong at external meetings. • Understanding and experience of using a range of key social media platforms, including Twitter, Facebook, Instagram, TikTok; including use of analytics • Ability to produce high-quality social media content 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Qualities</p> <ul style="list-style-type: none"> • Energetic, self-motivated and organised individual who is prepared to throw themselves into the work of We Belong, work collaboratively and uphold our mission, vision and values • Creative and enthusiastic thinker who is able to support their team to examine cases and identify options that will enhance opportunities for young people • Resilient, emotionally intelligent individual who understands the nature of working with young migrants and is able to work in a professional manner 	<p>X</p> <p>X</p> <p>X</p>	
<p>Other requirements</p> <ul style="list-style-type: none"> • Prepared to work out of hours occasionally • Willing to attend training 	<p>X</p>	<p>X</p>