



**JOB DESCRIPTION: Migration and Employment Support Officer (MESO)**

<b>Contract Type</b>	Fixed Term Contract
<b>Salary</b>	£22,672 - £29,120 per annum, depending on experience
<b>Hours</b>	Full time - 40 hours per Week
<b>Initial Contract Length</b>	1 year with possibility of renewal
<b>Start Date</b>	2nd October 2023
<b>Holidays</b>	5.6 weeks (pro rota)
<b>Location</b>	Swansea Office, 222B High Street, SA1 1NW
<b>Reporting to</b>	Head of Service Delivery (supported by Chief of Staff)
<b>Probationary period</b>	6 Months

**Who we are**

Our **mission** is to tackle problems of inequality faced by migrants, breaking down barriers for them, and supporting them to become economically active, thrive and contribute fully to society.

Our work is rooted in our **core values** of Social Justice, Co-production, Innovation, Empowerment, Climate Justice & Sustainability.

**Why work for us?**

1. **Inclusive Culture:** A supportive workplace that celebrates diversity
2. **Competitive Salary:** We ensure our pay scales reflect market rates or better.
3. **Pension Scheme:** Contributory pension plan to secure your future.
4. **Continuous Learning:** Access to workshops and courses to sharpen skills and knowledge.
5. **Flexible Work Hours:** Promoting a balanced lifestyle.
6. **Remote Work:** Flexibility to work from home or other remote locations when necessary.
7. **Healthcare:** Comprehensive medical insurance coverage.
8. **Mental Health Support:** Access to counselling services and mental wellbeing workshops.



## **Role Purpose**

The MESO is a pivotal figure in our mission to end workplace exploitation of migrants and refugees in Wales. This role is instrumental in providing direct support to those affected by workplace inequalities, representing their interests, and driving systemic changes that enhance fairness and equality in the workplace.

## **Main Duties and Responsibilities**

### **1. Direct Support to Beneficiaries:**

- a. Deliver 1-1 holistic case support to individuals employed, those seeking new opportunities and newly arrived migrants.
- b. Offer guidance to migrants and refugees, aiding them in overcoming current and potential employment challenges.
- c. Provide support in navigating job markets and assist beneficiaries in developing their careers, through bespoke employment support services.

### **2. Community Engagement and Outreach:**

- a. Lead targeted community outreach initiatives to identify and assist those at risk.
- b. Foster strong relationships with project beneficiaries to ensure their voices are continuously integrated into the project.

### **3. Project Collaboration and Advisory Panel Support:**

- a. Support in the recruitment of the Advisory Panel and work closely with them.
- b. Liaise with the employment professionals and other team members to provide comprehensive support to beneficiaries.
- c. Collaborate with project partners ensuring the project's wraparound approach.
- d. Engage and secure commitments from employers in Wales to initiate and implement inclusive workplace practices, providing support to enable them to do so.

### **4. Awareness Raising and Advocacy:**

- a. Champion and lead awareness-raising initiatives, both offline and online on social media.
- b. Represent the project and its objectives in public forums, workshops, and media engagements.
- c. Maintain an engaged presence on social media platforms to showcase and amplify our initiatives.

#### **5. Administration:**

- a. Prepare monthly reports detailing project activities, achievements, and challenges.
- b. Gather case studies and testimonials, sharing insights both internally and with external partners.
- c. Participate in quarterly and yearly review sessions, assisting in evaluations and forward planning.
- d. Manage resources efficiently, ensuring the project's activities are carried out within budget and timeline constraints.
- e. Adapt strategies based on feedback and evolving project needs to ensure maximum impact and effectiveness.
- f. Ensure all personal data, discussions, and interactions are kept confidential and in line with data protection regulations.

#### **6. Influencing and Collaborative Work:**

- a. Engage with key stakeholders, policymakers, and relevant institutions to advance the project efforts.
- b. Collaborate with cross-sector partners to fortify support mechanisms and strengthen advocacy efforts.

The MESO, while having these defined responsibilities, is also expected to approach tasks with flexibility, ensuring the project's fluidity and responsiveness to the needs of migrants and refugees in Wales.

*Note: This list is not exhaustive, and the role may evolve in response to the nature of our mission and services.*



## Person Specification

At The CAE, our strength lies in the unity and dedication of our personnel - a collective of passionate professionals dedicated to realising our vision and representing the organisation in every capacity. As we journey forward, we seek to nurture and invest in individuals who embody our core beliefs, values, and aspirations, with a keen emphasis on a growth mindset, character, and perspective.

The ideal candidate will possess the following attributes:

1. **Commitment to Social Justice:** Has a profound sense of social responsibility and unwavering dedication to fostering equality and fairness.
2. **Aligned Mission Values:** Beyond job requirements, resonates with the significance of CAE's mission, viewing it as a catalyst for societal change.
3. **Growth and Learning Attitude:** Holds a mindset that values continuous learning and self-improvement, taking on challenges as avenues for personal and professional growth, with a long-term vision.
4. **Ambitious Drive:** Exhibits a strong ambition, always aiming higher and setting challenging goals, but balances ambition with humility and integrity.
5. **Unique Character and Perspective:** Brings a distinct character and perspective to the table, enriching our collective understanding and approach.
6. **Team Player with Initiative:** Exhibits a blend of exemplary teamwork skills paired with a self-starter attitude, always eager to contribute proactively.
7. **Detail-Oriented:** Consistently showcases meticulous attention to detail, ensuring all tasks are executed with precision and high conscientiousness.
8. **Strategic & Innovative Thinker:** Capable of strategic foresight, adept at interlinking various components seamlessly and is always on the lookout for innovative methods to achieve set objectives.
9. **Passionate:** Radiates genuine passion and fervour for the tasks and projects at hand, pushing boundaries and setting new standards.
10. **Commitment:** Prioritises the role's responsibilities, displaying unwavering dedication and ensuring that the organisation's needs are consistently met.



**Vacancy**

**Qualifications and Experience**

Description		Desirable	Essential
1	Educated to a minimum of <a href="#">Level 3</a> .		x
2	Experience in the social support sector or public sector.	x	
3	Understanding of the unique challenges faced by migrants, especially in terms of employability and integration.		x
4	Proficiency in digital tools and platforms, including social media.		x
5	Fluent in English. Proficiency in other languages prevalent in Swansea's migrant community is a bonus.		x



**How to Apply:**

Interested candidates are requested to apply using our online application form.

This is either through:

[Google Forms](#) or [Download and Complete this Word Document](#) and email it to [joinourteam@caentr.org](mailto:joinourteam@caentr.org).

Please detail your interest in the role, relevant experience, and how you align with CAE's mission and values.

If you would like to chat before applying, please contact Kim - [kim.m@caentr.org](mailto:kim.m@caentr.org)

*The CAE is an equal opportunity employer and is committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We believe that these differences bring about a breadth of perspective and experience which adds value to our core mission, hence we encourage everyone to apply.*

**Timelines:**

<b>Application Deadline</b>	14th September 2023
<b>Interview Dates</b>	25th - 28th September 2023
<b>Expected Start Date</b>	2nd October 2023