MMS IS RECRUITING FOR A

**PROJECT COORDINATOR (Job Share)**

***Pay*:**  £15.62 per hour

***Hours*:**  10 hours per week (to be worked flexibly)

***Term*:**  Six months (with extension possible, subject to funding)

***Purpose of Job***:   
  
Midlands Migrant Support (MMS) is a grassroots group that has provided crucial friendship and support to people in immigration detention across the East Midlands for over a decade.   
  
Although primarily a volunteer-led organisation, we are now looking for a new Project Coordinator to join our team as we take on new responsibilities in the region.   
  
MMS currently provides drop-in support at the Swinderby Short Term Holding Facility and will imminently start visiting at HMP Morton Hall, a prison exclusively for ‘foreign nationals’.

Working alongside our existing Project Coordinator, you will coordinate the core functions of our visitor network - from organising training and supporting volunteer visitors, to liaising with the management of the centres we visit.   
  
We are looking for someone who is organised, a good communicator and - above all - passionate about supporting those in detention. This is a unique post that would suit an enthusiastic, experienced individual who is keen to further develop their experience in the charity sector.

***Closing date***: 12th January 2024. Please note that we will be assessing applications on a rolling basis and reserve the right to appoint before the closing date.

***Key Responsibilities***The postholder will be working closely with their job share partner to oversee the core functions of MMS. This includes:

* Recruiting and training new volunteer visitors;
* Providing support and guidance to existing volunteers;
* Maintaining good working relationships with management at the centres we work in;
* Expanding MMS’ profile in our community, whether through social media or attending local events;
* Maintaining regular contact with members of the trustee board and ensuring they are up-to-date on the daily workings of the group;
* Additional tasks as agreed by the trustees.

***Person Specification***

We are looking for someone who has:

* Personal or work experience of supporting vulnerable people;
* Strong verbal and written communication skills;
* Good time management skills, with the ability to effectively prioritise while working to tight deadlines;
* Experience of managing people or projects.

Previous experience of working in the charity sector, ideally while supporting asylum seekers or people in detention, is desirable - as is living locally to the East Midlands and being a driver with your own transport.

***How to apply:***

To submit an application, please send the following to [carey@midsmigrantsupport.org](mailto:carey@midsmigrantsupport.org):

* a cover letter
* your full CV

For an informal discussion about this role, please email [carey@midsmigrantsupport.org](mailto:carey@midsmigrantsupport.org) with your name and phone number. Someone will get back to you as soon as possible.