**Regional Migration Network – Thematic Lead Role Description (DRAFT)**

**Overall purpose of the role:** To represent the West Midlands Regional Migration Network and its members across partnership bodies and relevant workstream programmes. To chair quarterly thematic meeting on behalf of the network. To attend quarterly Regional Leadership Group meeting as thematic lead, present progress report and respond to any queries from Board members. To facilitate communication between public sector organisations and the migration sector, as well as developing relationships across sectors to ensure strong communication is developed and maintained.

**Reports to:** Chair of the Regional Migration Network. Is responsible for reporting back to the members of the Network with regards to the meetings/events/forums that they attended as a representative.

**Key relationships:** Network Chair, Migration Policy and Practice staff, Members of Regional Leadership Group.

**Terms of contract:** This role will be fairly and transparently nominated by members of the Network and representatives may differ depending on areas of knowledge, experience and expertise. Representation roles will be reviewed in line with Network membership, which should take place on a regular basis to ensure appropriate representation from across the wider sector, and so it is recommended this happens annually or every two years.

**Key functions:**

* Representing the Migration Support Network at meetings with local public sector bodies and partners; accurately representing the views of the Network and its members.
* Have delegated authority to make decisions and agree actions on behalf of the Network, in line with its principles and vision.
* Being a credible representative of the Network with partners, promoting the work of the sector.
* Raising the profile of the Migration Network and its membership to stimulate more awareness and interest amongst statutory agencies, local authorities and other partners, raising the profile of the benefits of working collaboratively with the migration sector.
* Facilitating communication between public sector organisations and the Network
* Promoting the role of the Migration sector as a quality partner in commissioning and service design/transformation.
* Seeking to create opportunities for strategic discussions, turning words into action.

**Key tasks:**

* Preparation for meetings and groups, for example, reading papers prior to a meeting, gathering views and feedback from the Network, attending pre-meetings.
* Chair quarterly Thematic meeting
* Communication with Migration Policy and Practice in producing and approving updates and reports to be presented at meetings.
* Feeding information from meetings, board, and other relevant forums/groups/conversations back to the Network and actively soliciting contributions and feedback from the membership. Completing and following up on any actions from different meetings and groups.
* Facilitating conversations and meetings between sectors and individual organisations.
* Maintaining impartiality when representing the Network; i.e. to not unfairly advantage your own organisation/group/interest at the expense of other members organisations.

**Essential experience:**

* An understanding of, and experience working with, the migration sector, ideally in the context of support effective settlement and integration as well as supporting early action outcomes. An awareness of the local, regional and national drivers of cohesion and integration from a voluntary sector perspective.
* A clear understanding of the role and potential role of the migration sector within the wider VCS.
* Ability to establish credibility and maintain relationships with colleagues from front line staff to senior stakeholders. Excellent relationship building skills.
* Persuasion, influencing and negotiation skills. Able to communicate with tact and sensitivity. The role will include managing potentially complex and politically sensitive relationships.
* Ability to interpret highly complex information and communicate effectively across multiple stakeholders, with a rage of priorities, commitments and challenges to develop shared understanding and values.
* Strategic problem-solving skills, entrepreneurial and open to ideas and opportunities.