

SUB REGIONAL MIGRATION GROUPS (SRMGs) – VCS REPRESENTATIVE ROLE DESCRIPTION

Purpose of SRMG

1. The purpose of the SRMGs is to assist the Strategic Migration Group (SMG) to provide a strategic leadership, advisory and coordination function in the region and to provide a forum for senior representatives of LAs, Police, Health, Home Office, asylum accommodation and support contract providers, and other key partners (including representatives from the voluntary sector) within the sub regions of Humber, South Yorkshire and West Yorkshire.
2. This document should be read in conjunction with the Sub Regional Migration Group Terms of Reference.

Core Responsibilities of VCS Representative

3. The core responsibilities include:
 - Representing the views of all VCS organisations who work with migrants within the allocated local authority area at SRMG by:
 - Attending a minimum of 3 Sub Regional meetings a year
 - Attending a minimum of 3 VCS Representative meetings which act as pre-meetings for the Sub Regional meetings. The pre-meetings can be attended in person or virtually.
 - Acting as a conduit for information between SMG, SRMG, multi-agency meetings, and the wider VCS within your local authority area
 - Acting as the voice of the VCS in your local authority area at a strategic level regardless of personal or organisational views
 - If the representative is unable to attend a SRMG meeting, the local authority representative should act on their behalf
 - Within your role:
 - Contribute to strategic debate on migration issues among partners in the sub-regions to assist in the development of a strategic approach to promoting the benefits of migration into the region and minimising any adverse impacts
 - Plan and take action together – particularly when there are cross boundary migration issues
 - Contribute to the development and implementation of local, regional and national migration policy
 - Grow and strengthen networks within the relevant local authority area

4. The representative should have:

- Be actively involved as a member of staff or volunteer in an organisation delivering frontline services
- Experience of supporting migrants in their day to day role
- Experience of working at a strategic level
- Connections within the VCS in their local authority area, and the ability to strengthen these
- Knowledge of issues facing all migrants, including EU/EEA migrants, asylum seekers and refugees

Confidentiality and Information Sharing

Migration Yorkshire strives to ensure that as much information can be shared as possible, but, as this is a strategic role, you may be party to information that is sensitive or confidential, either shared by Migration Yorkshire or other partners including the Home Office.

To assist, Migration Yorkshire will:

- Ensure that meeting papers written by Migration Yorkshire, including minutes of the Sub Regional meetings, are written so that the information can be shared as widely beyond those attending the meeting, wherever possible
- Ensure that meeting papers submitted by external partners are clearly marked 'confidential' if they contain information which cannot be shared
- Ensure the Chair's pre-meeting briefing contains a reminder to seek clarification during conversations as to whether the information is confidential or can be spoken about widely outside the meeting
- Remind all parties attending the meeting to be clear as to whether conversations are confidential or not, and seek clarification where necessary

Working Arrangements

- The post holder should be nominated by the VCS in their local authority area
- The post holder shall hold the role for 1 year from September – August, in line with the nomination process for the Strategic Migration Group, to which this meeting reports
- At the end of the term, the post holder shall facilitate nominations in their local authority area for the following 12 months
- Re-nomination is permissible
- If an individual leaves their employment, nominations shall re-open automatically, facilitated by Migration Yorkshire