



Migration Oxford Co-Convener Role Description

Title	Migration Oxford Co-Convener
Contract type	Zero-hour
Hours	2h per week
Grade	6
Hosted by	The Global Exchange on Migration and Diversity (GEM) of the Centre on Migration, Policy, and Society (COMPAS), School of Anthropology and Museum Ethnography (SAME), University of Oxford
Reports to	Jacqui Broadhead, Director of the Global Exchange on Migration and Diversity, Co-Director of COMPAS
Deadline	15 th of September 2023

ABOUT MIGRATION OXFORD

Founded in 2017 and previously known as Migration and Mobility Network, [Migration Oxford](#) is an initiative and network that brings together academics working on migration and mobility from across the University of Oxford's research centres, divisions, and departments to foster interdisciplinary dialogue and collaborations.

Supported by an advisory board with representatives from ten research centres/departments of the University of Oxford, Migration Oxford currently features more than 500 members, is convened by Domiziana Turcatti, and is hosted by the Global Exchange on Migration and Diversity (GEM) of the Centre on Migration, Policy, and Society (COMPAS).

The key aims of Migration Oxford are:

- To grow connections and facilitate interdisciplinary collaborations between researchers and students from across the university.
- To keep informed migration scholars based at Oxford of migration-related calls and events taking place at Oxford and beyond.
- To facilitate access to the University's expertise and research on migration and mobility.
- To promote knowledge exchange between scholars and the public.

To meet these aims, Migration Oxford hosts networking and interdisciplinary events; promotes relevant opportunities and calls of interest via our newsletter, website, and Twitter account; and showcases the work of migration research at Oxford through the Migration Oxford podcast and by featuring the profiles of scholars working on migration and mobility on our website.

PURPOSE OF THE ROLE

From Michaelmas Term 2023, Migration Oxford is seeking a co-convener to maintain and develop the network's activities and to continue strengthening already existing relationships between migration researchers from all departments of the University of Oxford while establishing new partnerships. The new co-convener will share the leadership of Migration Oxford with Domiziana Turcatti and respond to Jacqui Broadhead (Director of the Global Exchange on Migration and Diversity, Co-Director of COMPAS).

SUITABILITY AND TIME COMMITMENT

This role is ideally suited for a DPhil Candidate or Early Career Researcher currently enrolled or working at the University of Oxford. The role requires a time commitment of 2 hours per week during term time. The role is paid at Grade 6 for up to 2 hours per term.

KEY RESPONSIBILITIES

These are to be shared between the two co-conveners.

1. Managing communication channels

- Monitor and respond to queries sent to the Migration Oxford email
- Manage the Migration Oxford newsletter, which includes sending out weekly newsletters via Mailchimp during term time promoting migration related events and opportunities and sending out occasional newsletters to share news from our members
- Manage the Migration Oxford Twitter account
- Manage and maintain the Migration Oxford website up to date
- Promote the Migration Oxford activities—including events and podcast episodes—via the newsletter, website, and Twitter

2. Maintain existing relationships and building new ones

- Maintain informed and involved the advisory board

- Present Migration Oxford during the Induction Week events organised by COMPAS and ODID for the MSc in Migration Studies; MSc in Forced Migration; and DPhil in Migration Studies
- Respond to queries from our members and be supportive in connecting our members for collaborations

3. Host and support scholars organise interdisciplinary events

- Ensure at least 1-2 events are being hosted by Migration Oxford every term
- Lead the organisation of at least one networking event during Michaelmas Term to welcome scholars and students to the new academic year
- Support the Oxford Migration Studies Society (OMSS) in running and organising the Annual Oxford Migration Conference taking place in Trinity Term
- Promote call for event proposals once a year to plan the event calendar of Migration Oxford
- Support scholars in framing and running the events of their choices

4. General

- Maintain regular communication with the co-convener
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development
- Attend the fortnight meetings of the Global Exchange of Migration and Diversity to share Migration Oxford updates and progress
- An understanding of and commitment to Equality, Diversity, and Inclusion

HOW TO APPLY

Please email an application including a CV and a short cover letter outlining why you are interested and suited for the role to Domiziana Turcatti (migration-mobility@torch.ox.ac.uk) by the 15th of September 2023. If you have questions or would like to discuss the role before applying, please do not hesitate to email Domiziana Turcatti.