

### **Role Description: Advisory Panel Member**

<b>Project Focus</b>	Ending Workplace Exploitation for Migrants in Wales
<b>Commitment Period</b>	6 months initially
<b>Hours</b>	Minimum 1 meeting each month, Average 3 hours involvement per month
<b>Start Date</b>	March 2025
<b>Main Location</b>	The CAE, Community Enterprise Hub, Swansea
<b>Supported By</b>	Migration and Employment Support Officer (MESO)

#### **About the Project**

Migrant workers in the UK are more susceptible to workplace exploitation and less likely to report incidents due to concerns of losing their job or being subjected to further mistreatment. [Our project, "Ending Workplace Exploitation for Migrants"](#), is about tackling unfair treatment, promoting their rights and protecting their dignity.

We work closely with community members, provide Equity, Diversity and Inclusion (EDI) support to employers, and advocate for systemic change to ensure a fair and inclusive work environment for all.

**We are looking to recruit 5 members to join our advisory panel** of 10 people who are passionate individuals willing to inform our work through their lived experiences with exploitation, discrimination and barriers to employment in Wales. The Advisory Panel's contribution will inform support to the community, influencing efforts for Welsh employers and policy-makers.

The principles of engagement with the lived-experience advisory panel are centred around valuing members' contributions, respecting their expertise, and ensuring their voices are integrated into our organisational decision-making processes.

## **Panel Member's Responsibilities**

### **Active Participation:**

- Act as advocates for marginalised communities and underrepresented individuals.
- Attend regular advisory panel meetings and actively participate in discussions.
- Share personal experiences, insights, and recommendations related to unfair treatment, discrimination and exploitation surrounding work.
- Respect confidentiality and handle sensitive information with care.

### **Promotion and Advocacy:**

- Actively promote the work through social media and other online platforms, raising awareness and garnering support for the project.
- Assist in the wider promotion of the project, including participating in events, campaigns, and networking opportunities to increase project visibility and impact, as well as in recruitment of project beneficiaries
- Engage with stakeholders, partners, and the public to enhance the project's reach and efficacy.

### **Members Contribution and Support:**

- Provide feedback on employers' organisational policies, practices, and initiatives to address workplace injustices.
- Engage in constructive dialogue with organisational leaders and stakeholders as required.
- Contribute to the identification of systemic issues and areas requiring change within the workplace and beyond.
- Contribute to creation of solutions to tackling systemic issues, including recommendations to employers and mainstream organisations.
- Support with the influencing of employers towards the "migrant positive pledge" and advocating for policy-making.

This role offers a unique opportunity to make a significant impact in the lives of migrants and to shape the future of workplace integration and fair treatment in Wales. Our Advisory Panel Members will be instrumental in driving our project towards success and creating lasting, positive change.

**We value the time and contribution of each member on our advisory panel.** As a token of appreciation and acknowledgement, we offer remuneration of £13 per hour for your time spent on panel duties.

Additionally, any expenses incurred during your involvement with the project will be reimbursed.

### **Person Specification**

The ideal panel member will possess the following attributes:

1. **Commitment to Social Justice:** To have a sense of social responsibility and unwavering dedication to fostering equality and fairness is desirable.
2. **Unique Character and Perspective:** Brings a distinct character and perspective to the table, enriching and informing our collective understanding and approach.
3. **Team Player with Initiative:** Exhibits exemplary teamwork skills, always eager to contribute proactively and find solutions.
5. **Passionate:** Radiates genuine passion and fervour on the topics and projects at hand, pushing boundaries and setting new standards.
6. **Commitment:** Prioritises the project's responsibilities, displaying unwavering dedication and ensuring that the project needs are consistently met.
7. **Respect:** Maintaining respect for other people's views at all times.

## Application Process for the Advisory Panel

### 1. Expression of Interest

Interested candidates should contact our **Migration and Employment Support Officer, Mariana**, for an initial discussion before proceeding with the application.

[meso@caentr.org](mailto:meso@caentr.org) 07446077469

### 2. Application Submission

Complete the [online application form](#), providing details about your background, relevant experience, and motivation for joining the Advisory Panel.

### 3. Informal Interview

Shortlisted applicants will be invited for an **interview (in person or online)** with a selection panel comprising the **Project Coordinator and current panel representatives**.

### 4. Selection and Onboarding

Successful applicants will receive:

- A **welcome pack** outlining their role and responsibilities.
- A copy of the **Ways of Working Agreement**.
- An **invitation to the first meeting** and an induction session to familiarise them with the panel's work.

## **ABOUT OUR ORGANISATION**

[The CAE](#) empowers and supports ethnically diverse communities, specifically migrants through providing a bespoke and person-centred service that meets their individual needs.

We break barriers for our community by taking a holistic approach in helping people:

- Meet their basic needs
- Access tools for inclusion, and
- Amplify their voices.

By doing this, our communities will be able to thrive, become independent and economically active and contribute fully to society.

Our Welsh Dream is to pioneer a transformative shift to a truly equitable society that supports upward mobility for all, eliminating disparities between communities and shaping a system conducive for everyone to achieve their fullest potential.

## **Our Values**

1. **Social Justice** - We advocate for equity and fairness, seeking to eliminate socioeconomic disparities.
2. **Co-production** - We believe in the transformative power of partnership working and valuing lived experience.
3. **Innovation** - We continually seek new and effective ways to drive our mission, acting as trailblazers in the sector.
4. **Empowerment** - We equip individuals with the tools and resources to succeed and be self-reliant.
5. **Climate Justice & Sustainability** - We address the threat of climate change by supporting those most affected and working towards net-zero goals

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