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| https://leicester.cityofsanctuary.org/wp-content/uploads/sites/30/2016/01/cofs-logo-house_hires_colour-smaller.png | **Leicester City of Sanctuary** |

**Leicester City of Sanctuary is seeking an experienced, compassionate and self-motivated Co-ordinator to lead their growing movement.**

Leicester City of Sanctuary (LCoS) is a dynamic, volunteer led organisation, delivering a wide range of projects that support refugees and asylum seekers across Leicester and Leicestershire. These include a weekly drop in centre, ESOL classes and a variety of other activities.

This new post will be responsible for the smooth running of the charity and will work with the trustees to develop and deliver a robust strategy that balances increased demand for LCoS services with values-led decision making and financial sustainability.

**What is City of Sanctuary?**

City of Sanctuary is a movement committed to building a culture of hospitality and welcome, especially for refugees seeking sanctuary from war and persecution. There are local groups from towns and cities across the UK and Ireland, all committed to building this culture of welcome across every sphere of society. Wherever refugees go, City of Sanctuary want them to feel safe and find people who will welcome them.

You can find out more about City of Sanctuary here – [www.city](http://www.city)ofsanctuary.org

Leicester City of Sanctuary is an incorporated organisation and registered charity and works with the national body on wider strategy issues.

You can find out more about Leicester City of Sanctuary here – www.leicester.cityofsanctuary.org

**How to Apply**

A job description, person specification and organisational chart are attached.

If you wish to apply, please email your CV, including two names of people we can contact for references, and a covering letter to the chair of trustees, Revd Pete Hobson, using the address below. Please tell us why you are the right person for this job and highlight any relevant experience you may have.

Email: petetrustee@leicester.cityofsanctuary.org

**Closing date for applications: 5th January 2018**

**Interview date: 12th January 2018**

**LEICESTER CITY OF SANCTUARY**

**JOB DESCRIPTION**

**CO-ORDINATOR**

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| **JOB TITLE** | Co-ordinator |
| **JOB PURPOSE** | To co-ordinate and oversee the activities of Leicester City of Sanctuary, devolving tasks wherever possible to volunteers and to asylum seekers and refugees themselves |
| **REPORTING TO** | The Chair of Trustees and through her/him to the Board of Trustees |
| **MANAGED BY** | The Chair of Trustees |
| **HOURS** | 28 hours per week |
| **SALARY** | JNC Scale 22 - £20,661 fte |
| **HOLIDAYS** | Statuary leave entitlement - pro rata  |
| **CONTRACT** | Fixed term one year in the first instance |
| **LOCATION** | Home based and attending LCOS activity as necessary |

**RESPONSIBILITIES AND DUTIES**

**Overview**

1. Have oversight of all Leicester City of Sanctuary activity: building a culture of welcome and support; influencing, campaigning and directly providing some services - ensuring all is running well and according to the framework of policies agreed by Trustees.
2. Be the first point of contact for Leicester City of Sanctuary externally across the City and the region, seeking to ensure our work is widely known about and understood.
3. Develop and maintain a collaborative style of leadership, utilising the voluntary contribution of others towards the overall work.

**Organisation**

1. Coordinate the work of Leicester City of Sanctuary within the agreed organisational structure by:
	1. Meeting regularly with the Chair of Trustees to discuss the work and to agree with him/her the direction of travel;
	2. Leading the Management Team, ensuring good communication between members of the team and volunteers;
	3. Convening and chairing the Operational Team on a regular basis, ensuring that minutes are recorded and circulated to all those who need to know.
2. Work with the Management Team to ensure that the weekly ‘Drop in’ centre for asylum seekers and refugees runs effectively and meets the needs of it users;

1. Ensure ongoing recruitment, induction, training and support of sufficient volunteers to lead and/or contribute to the different activities, actively promoting opportunities to involve asylum seekers and refugees in the running of the organisation.
2. Administer Leicester City of Sanctuary’s Hardship Fund.

**Communications and relationship building**

1. Build and maintain links with the national City of Sanctuary network, ensuring that new developments for Leicester City of Sanctuary sit well with the mission and values of the national City of Sanctuary movement.
2. Ensure members and supporters are kept abreast of Leicester City of Sanctuary activity through regular newsletters and other communications.
3. Liaise regularly with external partners in our projects and with other stakeholders in Leicester City of Sanctuary, locally, regionally and nationally, keeping them informed of developments within Leicester City of Sanctuary and seeking their counsel as needed.

**Planning and reporting**

1. Identify possible new opportunities for Leicester City of Sanctuary that respond to the changing needs of asylum seekers and refugees.
2. Work with trustees and the management team to create and implement a short, medium and long term action plan, identifying key priorities;
3. Identify possible new funding sources and initiate the process of making applications, working on this with interested others wherever possible.
4. Prepare a bi-monthly report to Trustees and attend the Trustees meeting to discuss this and other matters, informing them and seeking their collective approval for new developments and any significant changes in policy or practice.
5. Work with the Chair of Trustees to prepare and submit annual reports to the organisation’s AGM and to the Charity Commission.
6. Undertake reasonable requests for such other duties as are required to ensure the smooth and purposeful running of Leicester City of Sanctuary, subject to overall hours available

December 6th 2017

**LEICESTER CITY OF SANCTUARY**

**PERSON SPECIFICATION**

**CO-ORDINATOR**

**ESSENTIAL**

Commitment to the aims and ethos of the City of Sanctuary movement

Excellent organisational skills

Confident self-presentation

Experience of working with asylum seekers and those seeking asylum or refuge in the UK

Some knowledge of the rules and regulations governing asylum seekers and refugees in the UK and how these impact on individuals and families

Commitment to involving asylum seekers and refugees in the organisation and development of Leicester City of Sanctuary

Ability to relate well to a wide range of people in order to spot opportunities and aptitudes, make connections and generally get the best out of everyone

Willingness to get things done through other people as well as doing some things oneself

Ability to write clearly and cogently for newsletters, minutes, project reports and funding applications

Ability to understand and manage budgets and to exercise sound financial judgement

Understanding of the rules and regulations governing the work of charities

Flexible, self-motivated, resilient and able to manage competing priorities, with the support of Trustees

**DESIRABLE**

Confidence in the use of social media and other platforms to organise and communicate

Persuasive public speaking and presentation skills

Previous success in raising funds from a variety of sources

Experience of managing projects and activities

Knowledge of the different statutory and voluntary agencies and organisations working in Leicester and Leicestershire and their actual or potential contribution to helping asylum seekers and refugees

Detailed and up to date knowledge of the rules and regulations governing asylum seekers and refugees