# Project: Development of the maternity stream of sanctuary

City of Sanctuary UK is looking to identify a consultant to support the further development of the Maternity Stream of Sanctuary, working in close collaboration with the Yorkshire and Humberside Maternity Stream of Sanctuary (which is a separate registered charity).

This work is scheduled to take place over 6 months (with possibility of re-tender). This document provides the specification for a piece of time-bound consultancy work to undertake some key activities which will support the stream development.

## Background

City of Sanctuary UK holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. The City of Sanctuary UK organisation supports a network of local groups includes boroughs, villages, towns and cities across the UK and those involved in streams of sanctuary and welcoming work; all committed to building this culture of welcome across every sphere of society. Wherever refugees go, we want them to feel safe and find people who will welcome them. Please go to our website and read our Charter for further information

<https://cityofsanctuary.org/>

The Maternity Stream of Sanctuary is a network of people seeking sanctuary, representatives from refugee organisations and other charities, midwives and midwifery students, commissioners, educators and researchers.

The network aims to:-

* To embed the concepts of welcome, safety and inclusion within maternity services and support groups for pregnant women seeking sanctuary.
* To ensure women seeking sanctuary’s voices are heard and considered when discussing the development of maternity related services and support groups.
* To help women seeking sanctuary overcome the barriers they experience when accessing maternity services.
* To develop a supportive community for women seeking sanctuary and provide opportunities for sharing relevant resources and best practice.

## Project aims

* To develop capacity, awareness and resources among City of Sanctuary groups across the UK to enable them to develop the Maternity Stream locally, including promoting and supporting the Maternity Service Sanctuary Award locally;
* To promote the Maternity Stream resource pack with key partners (this pack is already in development due to some funding we received for Streams development but we have lacked the resources to properly develop the work around the Maternity Stream specifically)
* To establish a Maternity Stream steering group including representation from partner organisations, maternity services and people with lived experience
* To create links between the Maternity Stream and projects such as our Sanctuary in Politics courses and Sanctuary Ambassadors programme, to offer opportunities to women involved in the Maternity Stream

### DRAFT PROJECT PLAN

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|  | **Outcome** | **Tasks** | **Outputs** | **Timescales** |
| 1 | Increased awareness of the issues faced by women seeking sanctuary accessing maternity services | Complete and promote the Maternity Stream Resource Pack (first draft already completed)  Promote Sanctuary Awards across the UK, in the nations and with regional networks.  Support applicants and the lead the process where a group is unable to support (or where there is no local group) – including appraisal when necessary. | Resource Pack designed, printed and on website.  Resource Pack promoted across the network and with key partners.  Increased number of awards. | End of May 2021  Ongoing  Ongoing |
| 2 | Maternity Stream of Sanctuary has a steering group and an expanding network of supporters. | Updating website and posts  Facilitating & convening a Steering committee, including: working with CoS colleagues to identify potential participants, organising doodle poll, creating the agenda, taking & sharing notes with participants  Hold a Facilitated Conversation (and event via zoom) with the City of Sanctuary Network. This will be a general introduction/discussion for CoS groups.  Follow up interest (including region/nation meetings, to be decided depending on interest). In facilitating these meetings support the development of partnerships and networking opportunities for groups. | Updated website  Steering Group made up of people seeking sanctuary, representatives from refugee organisations and other charities, maternity services e.g. midwives, midwifery students, commissioners, educators and researchers.  Two steering group meetings within the funding period  The Steering Group should be able to function independently after the end of the funding with minimum support from CoS UK.  CoS groups have the knowledge and capacity to develop the maternity stream locally. | April  May/June |
| 3 | The increased voice of women seeking sanctuary | Run a Sanctuary in Politics Course (in collaboration with CoS colleagues) for women seeking sanctuary with specific focus on the issues facing women in the asylum process (particularly with a focus on barriers to maternity services). This will be a blended course including online elements and meetings with mentors locally.  Create awareness raising and training resources e.g. videos (all resources to include the experiences and perspectives of people seeking sanctuary)  Work with the Communication Manager to increase the voices e.g. blog, media work, social media | One course delivered  2 videos  2 Blogs, 2 media stories | June – August  Timescales flexible depending on the course participants  By completion of contract  By completion of contract |

##### Timescale

Throughout the life of the contract, the consultant is expected to have a bi-weekly 30-60 minute catch-up phone call with the Project Lead. This meeting will be an opportunity for the consultant to provide progress updates and highlight issues so that the Project Lead can provide further information and support.

Work under this contract is expected to start no later than the week of **12th April 2021 and can be started earlier if the consultant and Project Leader are in agreement**.

## Finances and Expenses

Total number of hours available: **250 hours**

Rate of pay: **£20/hour**

To be invoiced monthly as a consultancy fee**.**

Travel expenses will be covered where necessary, according to the CoS expenses policy and if authorised by Project Lead. As yet, there is not currently envisaged any travel requirements for the project, but this will be reviewed over the lifetime of the consultancy.

Project Lead: Joanna Spooner

There will be separate funds and capacity for the design and production of the updated resource pack once completed.

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## Application Process

Candidates interested in this consultancy, please apply for this position by sending us a letter clearly stating how you believe you could deliver on the project requirements, meet the criteria below and why you are interested in this post. Please also include an up-to-date CV. A**pplications should be sent by email to joanna@cityofsanctuary.org by 26th March 2021.** Please include the names and contact details of one referee.

## Criteria For Consultancy

We will review and rank all applications against the following criteria:

1. Knowledge of the City of Sanctuary network
2. Knowledge of the issues faced by women seeking sanctuary accessing maternity services (experience working in a maternity or healthcare service would be particularly advantageous)
3. Experience writing and editing materials for publication (experience in film production would be an advantage)
4. Experience of facilitating and convening meetings (including administration and IT tasks)
5. Experience in communications including addressing groups of people in a variety of settings and facilitating alliances/coalitions and relationships
6. IT skills and ability to use a database and a variety of software packages, such as Microsoft Word, Powerpoint, Excel, Access etc (Basic web developer skills would be desirable, including the ability to use WordPress, however training can be provided)