**Co-Chair of City of Sanctuary UK - Role Profile**

**About City of Sanctuary**

City of Sanctuary 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. City of Sanctuary UK is the umbrella organisation which supports a network of local groups from boroughs, villages, towns and cities across the UK, and those involved in streams of sanctuary and welcoming work. Wherever people seeking sanctuary 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/> and [Theory of change](https://cityofsanctuary.org/wp-content/uploads/2020/02/COS-Theory-of-Change-10-1-20.pdf).

**Introduction to the role**

City of Sanctuary UK is seeking to appoint a Co-Chair of Trustees to work in partnership with another Co-Chair, Chief Officer and board of trustees. The board has recently agreed the appointment of the other Co-Chair. The Co-Chairs will take over from the outgoing Chair on the 22nd September after our AGM. This is an unpaid volunteer role, however reasonable expenses can be reimbursed. We are seeking someone who has passion and commitment to building a welcoming movement for people seeking sanctuary. The Co-Chair will jointly be responsible for providing leadership for the organisation and to work with the Management Team towards achieving the Charity's mission and vision. The Co-Chairs will provide inclusive leadership to the Board of Trustees, ensuring that trustees are able to fulfil their duties and responsibilities for the effective governance of the charity. Trustee meetings are currently held online each month in order to contribute to the decision-making process.

We very much encourage applications from people with lived experience of seeking sanctuary in the UK.

In addition to the general responsibilities of a trustee, duties include the following:

* Providing leadership to the organisation and the board by ensuring that everyone remains focused on the delivery of the organisation’s charitable purposes in order to provide greater public benefit
* Chairing and facilitating board meetings
* Giving direction to the board on strategy development and policy-making
* Ensuring decisions taken at meetings are implemented
* Representing the organisation at events, meetings and in the media, when necessary, appropriate and in consultation with the management team
* Liaising with key stakeholders/partners/network representatives and acting as a spokesperson and ambassador when necessary and appropriate
* Bringing impartiality and objectivity to decision-making

 In conjunction with Chief Officer, Secretary and Treasurer: -

* Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
* Setting agendas for board and other general meetings
* Developing the board of trustees including induction, training, appraisal and succession planning
* Addressing conflict within the board and within the organisation, and liaising with the Chief Officer to achieve this
* Support for fundraising, including developing relationships with funders
* Liaising with the Chief Officer to keep an overview of the organisation’s affairs and to provide support as appropriate
* Sitting on disciplinary, grievance and complaints panels

***The Co-Chairs will need to share responsibilities and divide their workloads accordingly. In addition a vice-chair can act for the Co-Chairs and can undertake duties at the request of the Co-Chairs.***

N.B. Currently another trustee leads the process of supporting and appraising the performance of the Chief Officer.

**Person Specification**

**Experience**

* Experience and understanding of the refugee/migration sector and the current challenges it faces
* Experience in working with refugees and asylum seekers and understanding of the key issues affecting them
* Experience of operating at a senior strategic leadership level
* Experience of charity governance and working with, or as part of, a Board of Trustees
* Experience of external representation and delivering presentations
* Significant experience of chairing meetings and events
* Proven experience of developing and facilitating alliances and relationships and influencing stakeholders
* Track record of building professional relationships with a wide range of people
* (Desirable) Participation in the sanctuary  movement, preferably through involvement in a City of Sanctuary local group or stream

**Knowledge and skills**

* Broad knowledge and understanding of the Sanctuary movement and current issues affecting it
* Strong leadership skills, ability to motivate staff and volunteers and bring people together
* An understanding of charity finance issues
* Good understanding of charity governance issues

**Personal Qualities**

* Demonstrate a strong and visible passion and commitment to the City of Sanctuary, its strategic objectives and cause
* Personal gravitas to lead a UK-wide umbrella organisation
* Exhibit strong interpersonal and relationship building abilities and be comfortable in an ambassadorial role
* Demonstrate tact and diplomacy, with the ability to listen and engage effectively
* Strong networking capabilities that can be utilised for the benefit of City of Sanctuary UK
* Ability to foster and promote a collaborative team environment
* Ability to commit time to conduct the role well