Job Description & Person Specification

City of Sanctuary UK - England Coordinator

**Hours:** 37 hours per week

**Salary:** £29,849

**Holiday entitlement:** 28 days plus 8 statutory Bank holidays

**Location Based:** Home-Based; strongly preferred location in the Midlands, Yorkshire or the North-East

**Reporting to:** Director of Operations

**Closing day for submission of applications:** 20 September 2023

**Email for job submissions:** info@cityofsanctuary.org

**Interview Day:** 2 October 2023

We are looking for our first England Coordinator, this is a significant and exciting new post. Our fully-remote, small and nimble team work collaboratively but independently so the chosen candidate should be an energetic self-starter ready to hit the ground running.

**About City of Sanctuary**

City by city, community by community, we’re building a more welcoming UK for people forced to flee their homes. Despite hostility and division pushed by politicians and the press, ordinary people in communities around the country are stepping up to support people seeking sanctuary.

City of Sanctuary UK coordinates, supports and grows this network of welcome through coordination, collaboration, practical training and opportunities for people with lived experience of the asylum system. From community groups to schools and universities, local councils to libraries and theatres, we work with individuals, groups and organisations in every area and in every sector to encourage inclusivity, compassion and solidarity.

**Purpose of the post**

The Coordinator will be a member of the City of Sanctuary UK team who work collaboratively to support and coordinate a network of City of Sanctuary groups across most of England (not including the North West of England and London). The post holder will also contribute to the building of a City of Sanctuary movement throughout the UK and to the delivery of the organisation’s strategic objectives. The post holder will fulfil the need for close and supportive relationships with our local groups and will facilitate online and in person events, cooperation and sharing of ideas and resources across the regions and the rest of the UK. The incumbent will also support engagement with sanctuary award processes, refugee and mainstream partner organisations and Sanctuary Ambassadors with lived experience across the regions.
It is strongly preferred that the selected candidate will reside in the Midlands, Yorkshire or the North-East to ensure that they will be able to regularly travel to the majority of the City of Sanctuary groups and partners supported in this role.

**Main duties**

The post holder will be required to:-

1. **Support existing and new City of Sanctuary groups across England**
   - Provide one-to-one support to existing and new local City of Sanctuary groups
   - Build relationships and trust with local groups in the area
   - Provide support to individuals, partners and networks to encourage new City of Sanctuary initiatives
   - Communicate regularly with groups/key people in the region by zoom, email, phone calls and through occasional face to face visits
   - Work with new groups to support them in setting up and provide the interface between local groups and the national organisation
   - Assist local groups to access and use the website and City of Sanctuary resources
   - Working with streams (sectors) and groups to support streams of sanctuary and awards (as appropriate) in the geographical areas
   - Listen and encourage and provide advice in certain areas when requested
   - Work with local groups to organise online and in-person regional meetings, meetings may be themed around a topic of shared interest or general support meetings (and must allow the chance for networking)
   - Build contacts and maintain relationships with key refugee support charities in the area
   - Work with the rest of the team of Regional Coordinators to organise online events on topics of interest to the network of groups (including a regular ‘new’ groups session)
   - Work with colleagues to ensure that groups are supported in using the website and email

2. **Communications**
   - Contribute and work with colleagues to facilitate good communications across the network through email, website posts and newsletters.
   - Contribute to the circulation of City of Sanctuary news to other relevant networks and partner organisations
   - Gather stories, case studies and updates with which to contribute to City of Sanctuary communications and campaigns
   - Deliver presentations in person and online to facilitate the growth and strength of the movement

3. **General**
Undertake administration tasks and maintain administrative records as required, including, but not limited to, timesheets and information required for monitoring and evaluation purposes

Liaise closely with other members of the staff team, City of Sanctuary UK trustees and Sanctuary Ambassadors

Attend network-wide meetings when necessary

Work as part of the national team to deliver on national partnership work, including national events such as the annual National Conference

Assist with administrative, funding and budget tasks when required with the support of the Finance Officer and the Chief Officer

Provide reports for internal purposes as well as contributing to funders reports and applications when required

Work within City of Sanctuary Policies and Procedures at all times

Take part in training, learning and development as required by the role

Carry out additional duties that may be reasonably expected

**PERSON SPECIFICATION**

1. **Experience**

   - Participation in the sanctuary movement, preferably through involvement in a City of Sanctuary local group or stream
   - Experience in working with refugees and asylum seekers, or having lived experience of seeking sanctuary
   - Experience in addressing groups of people in a variety of settings including training and supporting skills development
   - Experience in working with volunteers, volunteer-led local and community groups

2. **Knowledge and skills**

   - Good understanding of the UK asylum and refugee process, including the rapid policy and legislatives going on and the need for sanctuary and a sound knowledge of the refugee and third sector
   - Ability to relate to and work with a wide range of people, many of whom will be volunteers, as well as having strong interpersonal skills of listening, questioning, feedback and rapport building to create effective alliances and relationships
   - Ability to prioritise, work under pressure, self-manage and meet challenging deadlines in complex and quickly changing environments
   - A good communicator, being able to use a wide range of communication methods, including written, oral and social media and the effective delivery of presentations to a wide range of audiences
   - Proven skills in administration, organisation, facilitation and event management
   - Excellent IT skills including ability to learn to use a variety of applications - our team works with Google workspace, Slack, Canva, Wordpress and CRM database software.

3. **Qualities**
Must be passionate about our work and clearly demonstrate a commitment to the vision of the City of Sanctuary
Must be able to juggle multiple responsibilities
Be diplomatic and patient in building relationships and partnerships
Self-directed and self-motivated; this role is home-based and our small team works relatively independently
Resilient and calm under pressure, able to adapt to changing situations and cope with a varied work programmed (whether it be working alone or in collaboration with others)
Willingness to learn new skills and applications to solve problems as required

4. Practicalities

The role is home-based. It is strongly preferred that the postholder will live in either Yorkshire, North-East or the Midlands as the majority of City of Sanctuary groups are located in these regions. The incumbent should be familiar with local/regional refugee sector organisations. The role requires occasional regional and national travel, including overnight stays. Selected candidates will be interviewed online on 2 October 2023.

City of Sanctuary UK strongly welcomes applications from individuals with lived experience of forced displacement and/or the UK asylum & migration system to apply. We are proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at https://www.ebeemployment.org.uk/ebe which may help in preparing your job application. Individuals from these backgrounds can receive support from the Experts by Experience (EbE) Employment Initiative.