

c/o Touchstone, 32 Merton Rd, Bradford, BD7 1RE. Tel: 07505 053149.
chair@bradford.cityofsanctuary.org; www.cityofsanctuary.org/bradford
Registered Charity 1160553

Job Description: Administration & Communications Officer

Hours: 15 per week – flexible, over three or more days with occasional early evenings.

Rate: NJC SCP 6-8: £23,893 – £24,702 pro rata + 5% pension contribution.

Contract: The post is for 12 months with the expectation of continuation funding

Workbase: The postholder will be expected to work from home, with hot-desking availability in Bradford city centre.*

Responsible to: Bradford City of Sanctuary (BCoS) trustees

Reporting to: BCoS' Chair, pending appointment of BCoS Director

Background

Launched in 2008, BCoS is part of the rapidly growing national CoS movement which is committed to creating a culture of welcome and inclusion for those seeking sanctuary in the UK. We are a small, friendly registered charity with excellent local relationships; our work is supported by a board of active volunteer trustees and an Advisory Group of people with lived refugee experience. In addition to this post, we employ a part-time Schools and Colleges Project Lead

Job Purpose

The role involves communicating our message enthusiastically and creatively. It provides an initial point of contact for BCoS to ensure that enquiries are quickly and effectively responded to; the post supports the group in running events and developing new initiatives to further our aims.

Duties to include:

- in collaboration with the Chair, trustees and local group members:

- Acting as first point of contact for BCoS and responding promptly to enquiries
- Regular liaison with the Schools and Colleges Project Lead
- Ensuring that we communicate effectively and creatively with the local community, to include:
 - Social media: regular updates, including Facebook and Twitter
 - Mainstream media: responding to enquiries; providing updates and stories
 - Website: regular updating and development
 - Electronic newsletters via MailChimp: at least 3 issues per year
 - Publicity materials, using CANVA: production, updating and distribution
 - Assisting with BCoS event planning, organisation and promotion; attending public events to promote our work to a wider audience
- Assisting with the maintenance of the Welcome to Bradford website
- Assisting with the development and ongoing maintenance of the Free Things to Do in Bradford resource and our online directory of support services in Bradford
- Attending and servicing our monthly BCoS meetings (currently Thursdays from 12-1.30pm, in person and via Zoom)
- Organising and attending events as directed by the Director, supporting BCoS volunteers in their roles as needed
- Working collaboratively with other organisations to support delivery of bi-monthly information sessions to newly arrived sanctuary seekers
- Support with fundraising, including contributing to funding applications for our ongoing work; assisting with compilation of monitoring and evaluation reports as required by funders; developing our donor base
- Liaison with the BCoS treasurer re- payment of invoices, maintenance of financial records and managing our pre-paid expenses system
- Supporting production of our Annual Review and Annual Plan
- Management of our MailChimp account; ensuring records are maintained and that we comply with data protection requirements

- Management of BCoS' Microsoft 365 account, including adding new users and managing access.
- Liaison with national City of Sanctuary's IT lead to ensure that BCoS' email accounts are functional
- Other relevant administrative tasks that may arise

This job description is not an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

***Please note:**

Net travel expenses will be paid from our registered address (BD7 1QX)

Bradford City of Sanctuary, January 2024