

JOB PURPOSE	To co-ordinate and oversee the operational activities of Leicester City of Sanctuary, leading a small staff team and working in partnership with volunteers, including those with lived experience of seeking sanctuary
REPORTING TO	The Chair of Trustees and through her/him to the Board of Trustees
WORKING ALONGSIDE	Strategic Lead (0.4)
RESPONSIBLE FOR	Two Project Officers Finance and Admin Officer
MANAGED BY	The Chair of Trustees
HOURS	3 to 4 days per week (37.5 hour week) to be worked flexibly
SALARY	Up to £26k (£32.5k FTE) plus Workplace Pension Scheme
HOLIDAYS	28 days FTE, plus 7 days to include public holidays
LOCATION	Office (city centre) and home based and attending LCoS activity as necessary
SAFEGUARDING	An enhanced DBS check will be required

RESPONSIBILITIES AND DUTIES - The Operational Lead and the Strategic Lead will work collaboratively, taking a lead or supporting in specific areas as indicated. Overall accountability for work will be from Operational Lead to Trustees.

Lead responsibilities

- Have overall responsibility for overseeing all operational elements of the work of LCoS, including final responsibility for the weekly Hub activity, but acting as point of reference for all other areas of activity
- Line manage project officers and finance/admin officer, to include coaching and development of staff
- Responsible for operation of Safeguarding policy and procedures
- Develop the volunteer strategy and cohort
- Be first point of external contact for the charity
- Represent the charity to external partners and media
- Develop new partnerships with external bodies
- Engage with supporters

Collaboration with Strategic Lead

- Equal contribution on Fundraising strategy and implementation
- Support for existing partnerships with external bodies
- Help develop strategic vision and direction

Duties in more detail

Operational

1. Coordinate the work of Leicester City of Sanctuary within the agreed organisational structure
2. Meet regularly with the Chair of Trustees to discuss the work and to agree with him/her the direction of travel
3. Work collaboratively with the Strategic Lead
4. Line-manage the Project Officers and Finance and Admin Officer
5. Lead the Staff Team, ensuring good communication between members of the team and volunteers
6. Convene and chair the Operations Team on a quarterly basis, ensuring that minutes are recorded and circulated to all those who need to know.
7. Work with the staff team to ensure that the weekly Hub for asylum seekers and refugees runs effectively and meets the needs of its users
8. 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.
9. Administer Leicester City of Sanctuary's Emergency Fund.
10. Oversee staff and volunteer compliance with LCoS Safeguarding policy and procedures and report on any issues to the Safeguarding Trustee

Communications and relationship building

11. 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.
12. Ensure members and supporters are kept abreast of Leicester City of Sanctuary activity through regular newsletters and other communications.
13. Develop new partnerships with external bodies

Planning and reporting

14. Prepare regular reports 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.
15. Work with the Chair of Trustees to prepare and submit annual reports to the organisation's AGM and the Charity Commission.

Collaboration with Strategic Lead to

16. Implement the Strategic Plan, and develop short, medium and long term action plans
17. Identify possible new opportunities for Leicester City of Sanctuary that respond to the changing needs of asylum seekers and refugees.
18. Identify possible new funding sources and take their share of the process of making applications, working on this with interested others wherever possible.
19. Liaise with existing partners and other stakeholders in Leicester City of Sanctuary, locally, regionally and nationally, keeping them informed of developments and seeking their counsel as needed.

Other

20. 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

PERSON SPECIFICATION: OPERATIONAL LEAD

EXPERIENCE (E – essential, D – desirable)

Managing staff E

Managing change E

Managing volunteers E

Working with vulnerable and disadvantaged groups E

Managing projects and activities E

Knowledge of Safeguarding policies and their implementation E

Current local knowledge of Leicester E

Previous success in raising funds from a variety of sources E

Previous work in the charitable sector D

Working with asylum seekers and those seeking asylum or refuge in the UK D

Writing Risk Assessments and compliance with Health and Safety requirements D

The use of social media and other platforms to organise and communicate D

Working with media to promote causes D

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

QUALITIES (E – essential, D – desirable)

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

Excellent organisational skills E

Confident and assertive where required E

Flexible and adaptable within the current working model of the charity E

Self-motivated, resilient and able to manage competing priorities E

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

Ability to relate well to a wide range of people in order to identify opportunities, make connections and enable people to achieve their potential E

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

Own transport D

Applications by Letter with CV explaining why you think you would be a good fit for the post to alexj@leicester.citypfsanctuary.org by noon on Monday 19th June