

Charity Manager – Swindon City of Sanctuary.

People seeking sanctuary are looking for safety, dignity, community and the chance to rebuild their lives by living and working in a country where there is welcome, security, support and opportunity.

Can you imagine what it must be like to flee from your home, knowing you have to risk your life to save it, and eventually reaching a country that's not just alien but also unwelcoming?

All too often the welcome received by people who come to the UK seeking sanctuary from conflict, persecution, climate catastrophe or extreme deprivation, is hostile; sometimes from the people they meet, but also from the institutions that should be here to offer refuge.

Swindon City of Sanctuary exists to change this. We seek to build a culture of welcome, inclusion and support for everyone in Swindon, with a focus on people seeking sanctuary. Set up in 2016 as a Steering Group of volunteers, SCoS became a Charitable Incorporated Organisation (CIO) in 2018. We are supported by a number of valued funders, most notable of which is the National Lottery Community Fund, which awarded us with 5 years of core funding in 2021.

We're looking for a new Charity Manager to run the organisation on a day-to-day basis, taking care of fundraising, campaigning and the management of our small but excellent team. If you are looking to make a real difference to the community you live in, and you have experience of fundraising and people management in a charity, we'd love to hear from you.

Main duties and responsibilities

- Direct and lead the delivery of our strategic aims through our 3 core areas of activity: Campaigning, Education and Streams of Sanctuary.
- Take responsibility for inspiring and engaging our staff across all our work.
- Ensure that all staff are given the information, training and support, including regular supervision, that they need to enable them to perform their roles to the best of their abilities.
- Coordinate our fundraising activities including identifying and applying for suitable funding opportunities and providing the monitoring and evaluation required to demonstrate our impact for new and existing funders.
- Manage the day-to-day record keeping by staff, including financial, and personal or sensitive data recording. This may include revising procedures as necessary.
- Take responsibility for the charity's policies, updating them as directed by the Board of Trustees and in line with external changes and developments.

We have an active board of 10 trustees at present, some of whom have been with us since we began. As our Charity Manager, you'll be reporting to our Chair of Trustees, with additional help, support and engagement from other members of the Board.

Key experience / skills required

You must have experience of people management and fundraising within a charity.

You must be comfortable developing relationships with a diverse range of people, from grant funders to local politicians (councillors and MPs); with staff, trustees and volunteers, and with all who make Swindon a vibrant, culturally diverse community, whether beneficiaries or supporters.

Your ability to speak, read and write an additional language to English would be an advantage but is not essential.

You need to have exceptional organisational skills and the ability to work effectively without constant supervision.

Ideally, you'll have a genuine interest in the issues affecting people seeking sanctuary in the UK.

Equal opportunities

Our mission is to welcome everyone and create inclusive teams. We celebrate difference and encourage everyone to join us and to be themselves at work.

Hours and location

The Trustees of Swindon City of Sanctuary are open to flexibility around the precise work pattern of the role in terms of hours and location. We encourage a mix of home working and office working. We have an office in central Swindon, but you may need to travel around the town for meetings – we encourage use of public transport whenever possible.

The role is offered as a full-time (37.5 hours per week) or part-time (0.8 FTE / 4 days per week minimum) position.

Salary and benefits

The annual full-time salary for this role will be up to £35,000.

We offer 25 days holiday per annum (plus public holidays) and a contributory pension scheme.

How to apply

Please send a CV and a covering letter or audio recording, detailing why you are interested in the role of Charity Manager at Swindon City of Sanctuary and why you feel you would be the right person to lead our organisation, to info@swindon.cityofsanctuary.org

Should you wish to find out more about the role before applying, please email info@swindon.cityofsanctuary.org requesting an initial, informal chat.