

**Job Title:** Swindon City of Sanctuary Project Coordinator  
[funded by the National Lottery Communities Fund]

**Hours of work:** up to 16 hours per week (statutory leave in line with Swindon City of Sanctuary staffing policies and procedures)

**Annual salary:** £20,020 pro rata (or £9,152 per annum for 16 hours per week)

**Contract:** Fixed Term 6 months. (Subject to passing a one-month probationary period)

### **Purpose and Scope of the Swindon City of Sanctuary Project Coordinator role**

Working in collaboration with Swindon Schools and other local organisations in the wider community, coordinate and expand developments of the existing Swindon City of Sanctuary Family Activity Boxes (FABs) Extensions Project.

This project is based around social inclusion and family literacy for multilingual families for whom English is an additional language.

Read more here: <https://swindon.cityofsanctuary.org/activities/fab-project>

We welcome applications from all people across our community. People with experience of seeking sanctuary, experience of migration, and people who speak additional language(s) are strongly encouraged to apply.

### **Main Duties and Responsibilities**

You will be:

- Working alongside the Charity Manager, Volunteer Coordinator, Trustees and Volunteers, to develop the Family Activity Boxes (FAB) project
- Encouraging welcome and inclusion by involving more organisations to participate in the FAB Project.
- Managing admin related tasks including tracking progress and outcomes of the project
- Attending relevant induction and agreed training opportunities to broaden your knowledge, understanding and skills
- Working collaboratively and independently
- Working together with the Charity Manager to communicate the project's impact with our supporters, participants and funders
- Working together with people within our culturally diverse community who have:
  - lived experience of seeking sanctuary
  - lived experience of migration
  - lived experience of cultural marginalisation

### **About Swindon City of Sanctuary:**

Swindon City of Sanctuary (SCoS) is part of the national City of Sanctuary network. Set up in 2016 as a Steering Group of volunteers, SCoS became a registered Charitable Incorporated Organisation (CIO) in 2018. SCoS seeks to build a culture of welcome, inclusion and support for everyone in Swindon, with a

focus on people seeking sanctuary. <https://swindon.cityofsanctuary.org>

Along with other national organisations, Swindon City of Sanctuary has an Equal Opportunities Policy which states that *“All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.”* Extracts from SCoS Equal Opportunities Policy – latest review March 2021

## **Reporting and Accountability**

You will be:

- Reporting regularly to Swindon City of Sanctuary Charity Manager and attending weekly planning and review meetings
- Preparing and sharing monthly updates and summaries of your work with colleagues
- Occasional attendance at Board of Trustees’ monthly evening meetings (time to be given in lieu)
- Working with all staff at Swindon City of Sanctuary; attending staff meetings; participating in relevant training opportunities
- Working within Swindon City of Sanctuary aims, objectives, culture, values, policies and guidelines – particularly
- Safeguarding
- Recording hours worked and leave taken in line with Swindon City of Sanctuary procedures; evening and weekend working may sometimes be necessary with prior arrangement (time to be given in lieu).

## PERSON SPECIFICATION

This Project Coordinator role requires someone approachable and open to learning from Swindon's culturally diverse community, especially people with lived experience of migration.

	Essential	Preferred
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Willingness to learn about the UK asylum system and current issues affecting people with lived experience of asylum / migration / cultural marginalization</li> <li>Awareness of and willingness to learn more about Swindon's rich cultural diversity</li> </ul>	<ul style="list-style-type: none"> <li>IT literacy – knowledge of Office 365 (including Outlook, Word, Excel etc), Teams, Zoom, Google Forms, WordPress.</li> <li>Some familiarity with the work of Swindon City of Sanctuary and/or the City of Sanctuary UK movement</li> <li>Some familiarity of working in multilingual contexts</li> <li>Some knowledge of Safeguarding and Data Protection procedures</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to collaborate with, motivate and inspire others</li> <li>Ability to plan and work independently</li> <li>Ability with spoken and written communication in English, and with your first language, if English is an additional language</li> <li>Using problem-solving strategies</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak another language eg. Arabic, Farsi, Pashto</li> <li>Ability to speak to groups of people, including local media</li> <li>Ability to keep track of budget spending and general administration procedures</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Passion and enthusiasm about the aims of Swindon City of Sanctuary and the City of Sanctuary UK movement</li> <li>A genuine interest in the needs, experiences and hopes of people seeking sanctuary</li> <li>Non-judgmental approach to others in line with Swindon City of Sanctuary Culture and Values</li> <li>Confidence to approach new experiences and keenness to learn (eg. new IT skills; attend training courses)</li> <li>Self-motivation to prioritise own work and take pride in achievements and progress</li> </ul>	<ul style="list-style-type: none"> <li>Confident with 'thinking outside the box'</li> <li>Keeping calm under pressure and when meeting tight deadlines</li> </ul>

**Location:**

We offer the flexibility of hybrid working (from our office space in central Swindon and remotely; travel costs between home and place of work will be at your own expense).

Travel around Swindon for location visits may be necessary. Your own transport would be desirable, but if not possible, we support the use of public transport. Travel expenses incurred in the line of work will be reimbursed in line with our expenses policy.

**Applying for the Project Coordinator role**

If you think this Project Coordinator role could be for you, please send a CV and/or a covering email, or send us an audio or video recording along with your CV to **[info@swindon.cityofsanctuary.org](mailto:info@swindon.cityofsanctuary.org)**

We welcome applications from all people across our community. If you have experience of seeking sanctuary, experience of migration, or you speak additional language(s), we look forward to receiving your application.

Your covering email / audio or video recording in support of your application should include the following points:

- Why you are interested in applying for the role of Swindon City of Sanctuary Project Coordinator role, Fixed Term, 6 months.
- What you feel you could bring to our charity (eg. skills, work experiences, life experiences, interests)
- Why welcome, inclusion, diversity and equality are important to you.

(End)



Registered charity: 1177624



Registered charity: 1177624