



CITY OF SANCTUARY

Project manager for the City of Sanctuary Maternity Stream (7 hours per week)

The Maternity Stream of the City of Sanctuary (CofS) is looking to appoint a person to work as a project worker to implement the "Maternity Service of Sanctuary" (SOS) award for services which support refugee and asylum (R&AS) women. Services will enhance their understanding of R&AS women's needs and will develop policy and practice to improve women's experiences of maternity care in the UK.

The CofS is a national movement which aims to build a culture of hospitality for people seeking sanctuary in the UK. Its goal is to create a network of towns and cities throughout the UK which are proud to be places of safety, and where people seeking sanctuary are fully involved in the life of their communities. A 'City of Sanctuary' is a place where a broad range of local organizations, community groups and faith communities, as well as local government, are publicly committed to welcoming and including people seeking sanctuary."

The Maternity Stream of the CofS consists of a national network of people/ groups including service users, refugee organisations, charities, commissioners, service providers, researchers and educators. Their aim is to improve maternity services for refugee and asylum seeking (R&AS) women by:

- Breaking down barriers to R&AS women accessing maternity services.
- Ensuring that maternity carers are knowledgeable about R&AS women's needs and how they can be met.
- Providing opportunities for R&AS women to influence policy direction by voicing their experiences of maternity services with local providers and commissioners.

Terms & Conditions

The total fee available is £3640 to be worked 7 hours per week for 40 weeks on either a salary or freelance basis to be negotiated with the successful applicant. You will mainly work from home with attendance at meetings and site visits.

APPLICATION PROCESS

Please apply for this post by sending us a letter clearly stating how you believe you meet the criteria above and why you are interested in this post. Please also include an up-to-date CV. Applications should be sent by email to Rose@maternity.cityofsanctuary.org or Mel@maternity.cityofsanctuary.org. to arrive no **later than 31th January 2014**. Please include the names and contact details of two referees.

Interviews will take place during the last week of February 2014.



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Role Description

- Work with the steering group to set appropriate targets and timescales for the project
- Engage and communicate with maternity services in West Yorkshire. Encourage, assist and then assess applicants in achieving the Maternity SOS award
- Participate in the development of a database of maternity related voluntary and statutory organisations and signpost applicants to these where required
- Liaise with the project education team to arrange face to face training for applicants if required
- Produce suitable promotional resources to facilitate the project and disseminate these. Maintain and build the website
- Use existing CofS links and actively seek new and innovative ways to promote the project including work with the media and speaking at meetings and events
- Consult with other organisations expressing an interest in supporting the project and their contribution to this
- Liaise with the appraisal team to assess the services in achieving the awards
- Assist in writing reports and publications related to the project when requested
- Maintain expenses records and contribute to writing reports for the funders as required
- Any other reasonable duties as directed by the Maternity Stream steering group including attending relevant training events.
- Apply for funding to extend project