

## **Job Description**

### **Yorkshire and Humberside & Northeast England Regional Coordinator**

**Hours:** 21 hours per week

**Salary:** 28,428 pro rata

**Holiday entitlement:** 28 days plus eight statutory Bank holidays, pro rata

**Based:** Home Based with occasional travel, and living in one of the specified regions

**Reporting to:** Director of Operations, CoS UK

#### **About City of Sanctuary**

City of Sanctuary UK holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. The City of Sanctuary UK organisation supports a network of local groups includes boroughs, villages, towns, and cities across the UK and those involved in streams of sanctuary and welcoming work; all committed to building this culture of welcome across every sphere of society. Wherever refugees go, we want them to feel safe and find people who will welcome them. Please go to our website and read our Charter for further information <https://cityofsanctuary.org/>.

#### **Purpose of the post**

The Yorkshire and Humberside and Northeast Regional Coordinator will be a member of the City of Sanctuary UK team who work collaboratively to support and coordinate a network of City of Sanctuary groups across the UK. The post holder will also contribute to the building of a City of Sanctuary movement throughout the UK and contribute to the delivery of the organisation's strategic objectives. The post holder will fulfil the need for close and supportive relationships with our local groups and will facilitate events, cooperation and sharing of ideas and resources across the regions and the rest of the UK.

#### **Main duties**

The post holder will be required to:

- 1. Support existing and new groups in Yorkshire and Humberside and Northeast England**
  - a. Provide one to one support to existing and new local City of Sanctuary groups
  - b. Build relationships and trust with local groups in the area
  - c. Offering support to groups to get new City of Sanctuary initiatives started
  - d. Communicate regularly with groups/key people in the region by zoom, email, phone and through occasional face to face visits
  - e. Work with new groups so they understand what they are signing up to when they join the network and provide the interface between local groups and the national organisation

- f. Assist local groups to access and use the website and CoS resources
- g. Working with streams leads to support streams of sanctuary and awards (as appropriate) in the geographical areas
- h. Listen and encourage and provide advice in certain areas when requested
- i. Work with local groups to organise regional meetings, meetings may be themed around a topic of shared interest or general support meetings (and must allow the chance for networking)
- j. Build contacts and relationships with main refugee support charities in the area
- k. Work with the rest of the team of Regional Coordinators to organise online 'Facilitated Conversations' on topics of interest to the network of groups (including a regular 'new' groups session)
- l. Work with colleagues to ensure that regional CoS groups are supported in using the website and email

## **2. Communications**

- a. Contribute and work with the Team to facilitate good communications across the network through email and newsletters
- b. Contribute to the circulation of City of Sanctuary news to other relevant networks
- c. Work with the team to contribute to the social media strategy to promote key messages through updating Facebook, Instagram, and Twitter accounts
- d. Deliver presentations to facilitate the growth of the movement

## **3. General**

- a. Undertake administration tasks and maintain administrative records as required, including, but not limited to, information required for monitoring and evaluation purposes
- b. Liaise closely with other members of the staff team and trustees
- c. Attend network-wide meetings, when necessary, Work as part of the national team to deliver on national partnership work, including national events such as the annual National Conference
- d. Assist with administrative and budget tasks when required with the support of the Finance Officer and the Chief Officer
- e. Provide reports for internal purposes as well as contributing to funders reports and applications when required
- f. Work within City of Sanctuary Policies and Procedures at all times
- g. Take part in training, learning and development as required by the role
- h. Perform additional duties that may be reasonably expected

## PERSON SPECIFICATION

### 1. Experience

- a. Participation in the sanctuary movement, preferably through involvement in a City of Sanctuary local group or stream
- b. Experience in working with refugees and asylum seekers or having lived experience of seeking sanctuary
- c. Experience in addressing groups of people in a variety of settings including training and supporting skills development

### 2. Knowledge and skills

- a. Good understanding of the asylum and refugee process, the ongoing legislative changes underway and the need for sanctuary and a sound knowledge of the refugee and third sector
- b. Ability to relate to and work with a wide range of people, many of whom will be volunteers, as well as having strong inter-personal skills of listening, questioning, feedback, and rapport building to create effective alliances and relationships
- c. Ability to prioritise, work under pressure, self-manage and meet challenging deadlines
- d. A good communicator, being able to use a wide range of communication methods, including written, oral, and social media and the effective delivery of presentations to a wide range of audiences
- e. Proven skills in administration, organisation, facilitation, and event management
- f. Excellent IT skills including ability to learn to use a variety of applications, for example Microsoft Word, PowerPoint, Excel, Google workspace, Slack, CiviCRM, Canva, and WordPress

### 3. Qualities

- a. Must be passionate about our work and clearly demonstrate a commitment to the vision of the City of Sanctuary
- b. Be diplomatic and patient in building relationships and partnership
- c. Self-motivated, resilient, and calm under pressure, able to adapt to changing situation and cope with varied work programmed (whether it be working alone or in collaboration with others)
- d. Willingness to learn new skills and applications to solve problems as required

### 4. Practicalities

The role is home-based with the expectation that the person lives in/near the region and is familiar with local refugee sector organisations.

The role requires occasional travel, including overnight stays.