

**Job Title: Swindon City of Sanctuary Streams and Awards Co-ordinator** (funded by the National Lottery Communities Fund)

**Hours of work:** 20 hours per week (52 weeks; statutory leave in line with Swindon City of Sanctuary staffing policies and procedures)

**Salary:** £11 per hour (£11,440 per annum pro rata)

**Contract:** Fixed term for five years (subject to passing a three-month probationary period)

**Location:** Swindon. Due to the impact of Covid-19, all staff are working remotely. Plans to return to work in our office in central Swindon are being considered. In the future, we anticipate a combination of work from the office and some from home, or another place of your choosing (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.

**Responsible to:** Charity Manager, Swindon City of Sanctuary. You will be working as part of a small, enthusiastic and dedicated team and supported by a similarly committed team of volunteers.

**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>

*“Swindon City of Sanctuary recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.*

*Swindon City of Sanctuary believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.*

*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

Applications are welcomed from all sectors of the community. People with experience of seeking sanctuary are strongly encouraged to apply.

#### **About Streams of Sanctuary:**

Streams of Sanctuary is one of the national City of Sanctuary’s key strategies. It is designed to encourage people and organisations to come together to celebrate and embed the concepts of welcome, safety and inclusion at the centre of everything they do.

For SCoS, the expected outcomes of our Streams work will be:

- positive change across Swindon by working with organisations (e.g. schools, libraries, community organisations, borough council)
- to ensure that organisations are offering truly safe and easily accessible spaces and services for everyone, especially people seeking sanctuary
- that all organisations will have worked towards achieving a Stream of Sanctuary Award which recognises and celebrates their lasting commitment to welcome, safety and inclusion.

## **Purpose and Scope of the SCoS Streams and Awards Co-ordinator**

As we focus our work for the next five years towards creating sustainable change and having a positive impact across Swindon's community to make it a more welcoming and inclusive town, this role will be critical to our success.

### **In this role, you will be:**

- Reporting to the Charity Manager and leading our Streams and Awards developments
- Researching and gaining a solid understanding of:
  - the whole Sanctuary Awards process to enable you to communicate confidently with organisations about the Sanctuary Awards <https://cityofsanctuary.org/awards/>
  - the Stream of Sanctuary we are currently working on (i.e. Schools of Sanctuary) <https://schools.cityofsanctuary.org>
  - the needs of marginalised people within our community to develop a broad understanding of the impact of their experiences
- Engaging and involving people within our culturally diverse community who have:
  - lived experience of seeking sanctuary
  - lived experience of migration
  - lived experience of cultural marginalisation
- Recruiting and guiding local organisations to achieve their Sanctuary Awards by supporting them to become accessible, safe, welcoming and inclusive
- Promoting the work of SCoS and evidencing the impact of your work to the local community

## **Main Duties and Responsibilities**

### **You will be:**

- Working alongside the Charity Manager and Trustees to prepare and produce a workplan
- Attending relevant induction and agreed training opportunities to broaden your knowledge, understanding and skills
- Establishing and working with a steering group (which will include people with lived experience of seeking sanctuary, migration, cultural marginalisation) to guide and advise Streams of Sanctuary developments
- Leading a team of SCoS Streams of Sanctuary volunteers and working independently as and when required
- Developing work with each participating local organisation to enable them to understand the experience of seeking sanctuary and devising and implementing a programme to ensure their services and spaces are welcoming, safe and inclusive to all, and at all times
- Liaising with other local and national organisations to arrange access to relevant training for those working towards their Sanctuary Awards
- Supporting the wider campaigns of SCoS and promoting the Streams and Awards project through related social media channels and other PR and marketing tools
- Monitoring and evaluating the outcomes of your work
- Contributing to developing and extending the SCoS Equality, Diversity and Inclusion/Equal Opportunities Policy
- Contributing to the sustainability of SCoS through communication of our impact with our supporters and stakeholders (including contributing to the reports for the National Lottery Communities Fund) and supporting SCoS fundraising in the local community
- Supporting the administration of the charity alongside your co-workers and volunteers

## Reporting and Accountability

### You will be:

- Reporting regularly to your line manager, SCoS Charity Manager
- Contributing to the Charity Manager's regular report for the Board of Trustees and to the SCoS Annual Report
- Occasional attendance at the Board of Trustees' meetings (held every two months in the evening)
- Working with all staff at SCoS; attending staff meetings; participating in relevant training opportunities
- Working within SCoS aims, objectives, culture, values, policies and guidelines – especially Safeguarding
- Carrying out all duties consistent with the responsibilities of the role and any necessary additional duties
- Recording hours worked and leave taken in line with SCoS procedures; evening and weekend working may sometimes be necessary with prior arrangement.

## PERSON SPECIFICATION

This role requires someone approachable and open to learning from people seeking sanctuary and the multicultural community in Swindon - especially in relation to equality, diversity and inclusion:

### Knowledge and Experience – Essential

- Knowledge of the UK asylum system and current issues affecting people with lived experience of asylum / migration / cultural marginalisation
- Awareness of Swindon's cultural diversity
- Experience of work in a local community in the UK / in other countries

### Knowledge and Experience – Desirable

- IT literacy – knowledge of Office 365 (including Outlook, Word, Excel etc), Teams, Google Forms, WordPress.
- Familiarity with the work of SCoS and/or the City of Sanctuary movement
- Familiarity of working in multilingual contexts
- Safeguarding and data protection procedures

### Skills – Essential

- Ability to collaborate with, organise, delegate, motivate and lead others
- Ability to plan and work independently
- Ability to speak to groups of people, including local media
- Ability with spoken and written communication in English, and with your first language, if English is an additional language
- Using problem-solving strategies
- Ability to keep track of budget spending and general administration procedures

### Skills – Desirable

- competence with using social media platforms and updating websites
- ability to speak another language eg. Arabic, Farsi

**Qualities – Essential**

- passion and enthusiasm about the aims of SCOS and the City of Sanctuary movement
- a genuine interest in the needs, experiences and hopes of people seeking sanctuary
- non-judgemental approach to others in line with SCoS Culture and Values
- confidence to approach new experiences and keenness to learn (eg. new IT skills; attend training courses)
- confidence with personal organisation
- self-motivation to prioritise own work and take pride in achievements and progress

**Qualities – Desirable**

- confident with ‘thinking outside the box’
- keeping calm under pressure and when meeting tight deadlines

**Applying for the role**

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

We welcome applicants:

- whose first or additional language is English
- who have a good standard of written English

Closing date for applications: 22<sup>nd</sup> November 2021

Interviews (ideally in person if restrictions allow) will be during the week of the 29<sup>th</sup> November 2021

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

- Why you are interested in applying for the role of SCoS Streams and Awards Co-ordinator
- 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.