



# Bristol City of Sanctuary

## Job Description

|                       |   |
|-----------------------|---|
| <b>Role Title:</b>    | Bristol City of Sanctuary (BCOS) Manager          |
| <b>Grade:</b>         | NJC scale 23-25                                   |
| <b>Salary</b>         | pro rata to full time salary of £27,741 - £29,577 |
| <b>Hours of work:</b> | 2.5 days = 17.5 hours (days to be agreed)         |
| <b>Reports to:</b>    | Board of Trustees                                 |

**Management responsibility:** Administrator and Volunteers

### Overall Purpose:

1. To maintain oversight of all Bristol City of Sanctuary activity towards building a culture of welcome throughout the City.
2. Under the direction of the Board of Trustees, to develop the strategy, policies, and processes for the Bristol City of Sanctuary (BCOS), and to produce a Business Plan supported by a sound financial and operational plan that enables sustainability.
3. To develop a range of initiatives and services in line with BCOS charitable objectives, which are:
  - *The promotion of social inclusion for the public benefit among people who are refugees and asylum seekers, socially excluded on the grounds of their social and economic position, by promoting and/or co-ordinating services and facilities to assist them to adapt within a new community*
  - *The relief of financial hardship among asylum seekers and refugees living or working in Bristol and surrounding areas by acting as an umbrella and resource for local refugee support services,*
  - *The advancement of the education of the public in general about the issues relating to refugees and those seeking asylum and human rights.*
  - *The promotion of equality and diversity for the public benefit by promoting activities to foster understanding and good relations between the general public and people seeking sanctuary.*

## **Responsibilities and duties:**

1. To work with the Board of Trustees to agree a three year Business Plan and associated Financial Strategy for Bristol City of Sanctuary (BCOS).
2. To work with the Treasurer to develop a balanced budget, to produce annual accounts, and to ensure income and expenditure is accurately recorded.
3. To support the Board of Trustees to develop a set of policies required by funders and the Charity Commission, and for the organisation to operate effectively (e.g. Safeguarding, Equality and Diversity, Health and Safety).
4. To develop and maintain partnerships with organisations and individuals and encourage them to pledge support for BCOS, to make changes and create a culture of welcome in the city.
5. With the support of the administrator manage volunteers and sub-groups to implement priorities as decided by the Board of Trustees
6. To develop effective mechanisms for the involvement of people with lived experience of seeking sanctuary in the governance of the organisation, in BCOS subgroups and help to ensure their voice is heard in decision-making forums in the city.
7. To identify opportunities for training and employment of people with lived experience within BCoS
8. To identify and exploit opportunities to promote the message of welcome through the local media
9. To represent BCOS at relevant networks and multi-agency meetings, to strengthen strategic and partnership working
10. To work with sector partners to represent the interests of the refugee sector in relation to the city council and other city-wide networks
11. To keep abreast of national and local issues and campaigns relating to sanctuary, in particular maintain a link with City of Sanctuary UK regionally, and with Asylum Matters, and disseminate that information to members.
12. To produce information and publicity for BCOS to promote its work and increase support.
13. To identify additional funding sources and work with the Board of Trustees to write funding bids and raise the income required to run and develop the organisation.
14. To be operationally responsible for safeguarding, and implementation of all agreed policies

15. To work with the Administrator to service the Board of Trustees, organising Board meetings and the AGM, liaising with the Chair over agendas, taking minutes, writing papers as required.
16. To write reports required by funders and other bodies including the Annual Report
17. To undertake any other duties considered reasonable by the Board of Trustees.

## Bristol City of Sanctuary, Manager : Person Specification

| Criteria                                | Essential  | Desirable   |
|---|--|---|
| <b>Qualifications</b>                   | 1. Relevant Level 3 qualification or equivalent  | Degree in relevant area   |
| <b>Knowledge, skills and experience</b> | 2. Understanding of the barriers facing sanctuary seeking people                               | Experience of working in the field of migration or refugee and asylum issues                        |
|   | 3. Knowledge and understanding of the statutory and voluntary sector.                          | Experience of development work in a VCS organisation  |
|   | 4. Experience of volunteering or working with volunteers                                       | Experience of recruiting and supporting volunteers  |
|   | 5. Report writing for a range of audiences   | Proven track record of successful fundraising   |
|   | 6. Fund-raising experience   | Experience of creating and managing a funder database   |
|   | 7. Understanding of key policy areas: Safeguarding, Health and Safety, etc                     | Proven experience of writing policies and strategies  |
|   | 8. Ability to build effective working relationships with a wide range of external contacts     | Experience of work with local media<br>Experience of running campaigns through a range of media     |
|   | 9. Communication skills including Negotiating, influencing and persuading skills               | Experience delivering presentations to a range of audiences   |
|   | 10. Ability to understand and interpret financial information                                  | Experience of developing and managing budgets   |
|   | <b>Personal Style and Behaviour</b>  | 11. Personally motivated to BCOS and its objectives, ability to model 'sanctuary' for self and team |
|   | 12. Commitment to equality and diversity and to empowerment and inclusion of sanctuary seekers |   |
|   | 13. Collaborative leadership style and commitment to partnership working                       |   |
|   | 14. Committed to professional and personal development for self/team                           |   |
|   | 15. Willingness to occasionally work outside normal office hours                               |   |