



Bristol City of Sanctuary

Job Description and Person Specification

Role Title: Bristol City of Sanctuary (BCOS) Manager

Grade: NJC scale 23-25

Salary: pro rata to full time salary of £27,741 - £29,577

Initial Hours of work: 2.5/3 days = 17.5/21 hours (hours and days to be agreed)

Reports to: 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 develop and implement the strategy for Bristol City of Sanctuary (BCOS).
2. To support the Board of Trustees to develop policies required for safe and effective working. To be operationally responsible for safeguarding, and implementation of agreed policies
3. To manage other staff of BCoS, and oversee management of volunteers. Ensure that 'stream' sub-groups have the required resources to implement their priorities as agreed by the Board of Trustees
4. To develop and maintain partnerships with organisations and individuals and encourage them to pledge support for BCOS and in practical ways to create a culture of welcome in the city.
5. To develop effective mechanisms for the involvement of people with lived experience of seeking sanctuary in the governance of the organisation, and in BCOS subgroups. To help to ensure their voice is heard in decision-making forums in the city. To identify opportunities for training and employment of people with lived experience within BCoS
6. To produce information and publicity for BCOS to promote its work and increase support. To identify and exploit opportunities to promote the message of welcome in the city, and through the local media. 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.
7. To represent BCOS at relevant networks and multi-agency meetings, to strengthen strategic and partnership working. To work with sector partners to represent the interests of the refugee sector in relation to the city council and other city-wide networks
8. To work with the Treasurer to develop a balanced budget, to produce annual accounts, and to ensure income and expenditure is accurately recorded. To identify funding sources and work with the Board of Trustees to write funding bids and raise the income required to run and to develop the organisation.
9. To write reports required by funders, the Charity Commission and the Trustees
10. To work with the Administrator to service and report to the Board of Trustees.
11. To undertake any other duties considered reasonable by the Board of Trustees.

BCoS Manager : Person Specification

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