

c/o Touchstone, 4 Easby Rd, Bradford, BD7 1QX.

Tel: 07505 053149

Email: info@bradford.cityofsanctuary.org; Website: www.cityofsanctuary.org/bradford

Twitter: @BradfordCoS. Facebook: 'City of Sanctuary Bradford'

Charity No: 1160553

Job Description: Bradford City of Sanctuary Director

Hours: 21/wk – flexible, over three or more weekdays with very occasional early evening and Saturday working

Salary: NJC SCP's 25 -28 (currently £33,945 - £36,648) pro rata + 5% pension contribution

Contract: The post is for 12 months with the expectation of continuation funding

Workbase: The postholder will be expected to work from home, with hot-desking availability in Bradford city centre if required.

Responsible to: Bradford City of Sanctuary (BCoS) trustees

Responsible for: Our Administration and Communications Officer post; volunteers

Reporting to: BCoS' Chair

Deadline for applications: 09.00 on Monday 7th May

Background

Launched in 2008, BCoS is part of the rapidly growing national [CoS movement](#).

Our vision is to stimulate a culture of welcome and inclusion in the city for asylum seekers and refugees. We aim to build understanding and support, as well as promote opportunities for employment, volunteering and participation in all aspects of life in the city.

We are a small, friendly registered charity with excellent local relationships. Our work is guided by an Advisory Group of people with lived refugee experience and

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supported by a board of active trustees and committed volunteers. In addition to this post, we employ a [Schools and Colleges Project](#) (S&CP) Lead and an Administration & Communications Officer (ACO) – both are part time posts.

Job Summary

This newly created post provides an exciting opportunity to take a key leadership role within Bradford City of Sanctuary, to lead on the services that we provide, represent the charity in local and regional decision-making forums and participate in local sector strategic planning.

The key areas of responsibility will fall under the following headings:

Projects

- Promotion and oversight of [Sanctuary Awards](#) (other than schools and colleges, which are the responsibility of the S&CP Lead): supporting current applicants, reviewing those already awarded and seeking further applicant organisations
- Regular liaison with BCoS' Schools and Colleges Project Lead
- In collaboration with the trustees, leading on other initiatives. These currently include refugee employment and volunteering initiatives, free bus fares for sanctuary seekers; our [Welcome to Bradford](#), [Free in Bradford](#) and [Mapping Bradford](#) resources.

Human Resources

- Line management of the ACO
- In collaboration with trustees:
 - Leading on staff and volunteer recruitment, induction and training
 - Development and ongoing facilitation of our Advisory Group of people with lived refugee experience
 - Ensuring all BCoS' employment and other policies and documentation are accurate, up to date and compliant with current legislation.

Representation

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- Regular engagement with the Local Authority and local service providers to ensure that their services are accessible to and recognise the specific needs of sanctuary seekers.
- Active and constructive participation in local multi agency meetings (incl. the Asylum Seekers and Recent Refugees Operational Group and Destitution Concern Bradford) and occasional regional and national forums (incl. CoS and Migration Yorkshire)
- With support from our ACO, leading on awareness raising: event planning (including Refugee Week), Open Meetings, involvement at public events, media interviews and responding to speaker requests

Strategy

In collaboration with our trustees,

- Leading on development, review and implementation of our Annual Development Plan; planning for our AGM and annual Away Day
- Maintaining an awareness of changes in the wider legal and political environment as they may impact on the work of BCoS

Finance

In collaboration with our treasurer, trustees and staff, leading on ensuring that the work of BCoS is adequately funded by:

- Researching and preparing funding bids, with support of the ACO
- Producing monitoring and evaluation reports as required
- Building our regular and occasional donor base
- Identifying other potential fundraising opportunities

Liaising with the BCoS Treasurer re-

- Budget setting
- Monitoring of expenditure against budgets
- Staff payroll, including notifying our provider re- changes in staffing, pay and pensions
- Payment and issuing of invoices
- Ensuring the work of BCoS is adequately insured

Campaigns

In collaboration with the ACO and trustees, leading on participation in and promotion of key campaigns that are in line with our objects.

Other

- Ensuring timely completion of our Annual Return to the Charity Commission.
- Attending and reporting to BCoS' monthly general meetings and bi-monthly trustee meetings

This job description is not exhaustive but is intended to reflect the range of duties the post-holder will perform. It will be reviewed regularly in consultation with the postholder and may be changed in the light of experience.

Please note. Net travel expenses will be paid from our registered address (BD7 1QX)

Bradford City of Sanctuary, April 2024