

## Person Specification

**Post Title:** Bradford City of Sanctuary (BCoS) Director

**Summary of Job:** See attached Job Description

**Please note.** The selection of candidates for shortlisting will be based on this specification; candidates should bear this in mind when preparing their application form

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Proven evidence of:</p> <ul style="list-style-type: none"> <li>• Substantial voluntary or paid work with asylum seekers and/or refugees</li> <li>• Managing staff and volunteers</li> <li>• Successful fundraising, including leading on funding applications and evaluation reports</li> <li>• Successful collaborative working and relationship building across a variety of voluntary sector and statutory organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Lived experience of the refugee journey</li> <li>• Evidence of strategic leadership in a voluntary or paid work setting.</li> <li>• Public speaking and media engagement</li> <li>• Working in a small charity</li> <li>• Budget setting</li> </ul>	<p>Application form</p> <p>Interview</p>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> <li>• A developed understanding of the ethos and work of the local and national City of Sanctuary movement</li> <li>• Understanding of the asylum process and refugee resettlement routes</li> <li>• Knowledge of local asylum and refugee support services</li> <li>• An understanding of the legal</li> </ul>		<p>Application form</p> <p>Interview</p>

	<ul style="list-style-type: none"> <li>framework governing small charities</li> <li>An understanding of the principles of safeguarding</li> <li>An understanding of the impact of discrimination on those identified as having protected characteristics under the Equality Act</li> </ul>		
CIRCUMSTANCES PERSONAL	<ul style="list-style-type: none"> <li>Ability to work from home with access to the internet.</li> <li>Capacity and willingness to work occasional early evenings</li> </ul>	Resident in Bradford District	Application form
DISPOSITION/ADJUSTMENT /ATTITUDE	<ul style="list-style-type: none"> <li>Interest in and sensitivity towards the needs of asylum seekers</li> <li>Respect for cultural, ethnic and religious diversity</li> <li>Ability to self-motivate, prioritise and take initiative</li> <li>Energy, creativity and flexibility</li> <li>A proven record of reliability and effective time management</li> </ul>		Interview  Application form  References
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> <li>Strong leadership and interpersonal skills</li> <li>Excellent communication skills</li> <li>Excellent written and spoken English</li> <li>Excellent ICT skills, including:               <ul style="list-style-type: none"> <li>Microsoft Office 365 suite</li> <li>Social media, including Facebook and Twitter</li> <li>Zoom and MS Teams video conferencing</li> </ul> </li> </ul>		Interview  Application form