

c/o Touchstone, 4 Easby Rd, Bradford, BD7 1QX. Tel: 07505 053149.
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Registered Charity 1160553

Job Description

Title:	Schools of Sanctuary (SoS) Project Coordinator
Hours:	20 per week, flexible
Rate:	NJC Scale 26 (currently £23,866 per annum, pro rata) + 5% pension contribution
Contract:	The post is for 12 months with the expectation of continuation funding
Work base:	The post holder will be expected to work from home
Responsible to:	BCoS Trustees
Reporting to:	Line Manager (a BCoS Trustee)

Background

Launched in 2008, BCoS is part of the rapidly growing national CoS movement (<https://cityofsanctuary.org/>), which is committed to creating a culture of welcome and inclusion for those seeking sanctuary in the UK. We are a small registered charity with a board of volunteer trustees. Currently we employ one part-time Coordinator, but the rest of our work is done by volunteers.

The SoS project was first established in 2012 to work with schools to increase understanding of why people become refugees, the realities of life as an asylum seeker or refugee and the contributions which new migrants make to the local community. Schools are encouraged and supported to work towards the 'School of Sanctuary' award, committing to:

1. **Learn** about what it means to be seeking sanctuary and about the lives of asylum seekers and refugees in the UK;
2. **Embed** this knowledge and understanding in the curriculum and the daily life of the school;
3. **Share** this new knowledge with the school's wider community.

Role Purpose

The SoS Coordinator will engage with key staff in local primary and secondary schools to promote the SoS project and encourage and support schools to work towards the SoS award.

Role Duties

In collaboration with the BCoS Coordinator, Chair, trustees and local group members:

- **SoS award**
 - Supporting schools that have already achieved the award to enable them to continue to 'learn, embed and share'
 - Supporting schools currently working towards the SoS award
 - Actively promoting SoS to new schools and education networks
- Regular liaison with BCoS Coordinator
- Regular liaison with British Red Cross, Refugee Action and other agencies working with school-age asylum seeking / refugee children
- Production of new, or researching and obtaining existing, resources to equip schools in their understanding of refugee / asylum issues and keeping this knowledge current.
- **Promotion of SoS to the wider community**
 - Mainstream media: providing updates and stories
 - Website (<https://bradford.cityofsanctuary.org/sanctuary-in-schools>): regular updating and development of SoS pages
 - Contributions to BCoS' periodic electronic newsletter
 - Regular social media updates, including Facebook and Twitter
 - Publicity materials: production, updating and distribution
 - Representing SoS at outside events: speaking and using display materials
- Collaboration with the national CoS movement to ensure that the SoS project is able to learn from the experiences of others and contribute to the development of the SoS stream nationally

- Involvement in annual Refugee Week celebrations: encouraging schools' involvement
- Ensuring that database and written records are maintained
- Presenting written and verbal reports to monthly BCoS meetings (currently Wednesdays from 4.30-6pm)
- Contributing to BCoS' Annual Report
- Work with BCoS trustees to re-establish and then coordinate a Schools of Sanctuary Steering Group
- Attendance at and, where appropriate, contribution to relevant conferences and training events
- **Fundraising**
 - researching and drafting applications to enable to continued operation and development of the SoS project
 - compilation of monitoring and evaluation reports as required by funders

BCoS does not have office premises and the postholder will be required to work from home*. Travel expenses will be paid for attendance at meetings, etc. The mileage will be calculated from our registered office (BD7 1QX).

*We rent a small amount of hot desking space in the city centre for occasional use.

Bradford City of Sanctuary

November 2018