

Administration and Communications Officer

NJC Band 6 (£20,043 pro rata) for 15 hrs/week + 5% pension contribution

Since our launch back in 2008, Bradford City of Sanctuary (BCoS) has been 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 opportunities for employment, volunteering and participation in all aspects of life in the city.

We are looking for an energetic and creative person to help us communicate our message, provide an initial point of contact for the charity and support us in running events. We are a small, friendly team with excellent local relationships. Working for us means you will be in a very supportive environment where your voice, creativity and ideas are welcome.

You will have: a commitment to the aims and objectives of BCoS; a genuine desire to support asylum seekers and refugees; excellent written and spoken English; a track-record of dynamic and creative writing; excellent IT skills.

(Please see person specification for the full list of essential and desirable criteria)

BCoS does not have office premises and the postholder will be required to work from home, with hot desking availability in the city centre. Net travel expenses will be paid from our registered address (BD7 1QX).

- The Job Description, Person Specification and application form can be downloaded from: <https://bradford.cityofsanctuary.org/vacancies>
- Application forms must be completed electronically and emailed to: chair@bradford.cityofsanctuary.org (no CV's please)
- **Deadline for applications:** 9am on Monday 19th September
- **Interview date:** Thursday 29th September
- **For more information**, please contact Will Sutcliffe (BCoS Chair) on 07505 053149/chair@bradford.cityofsanctuary.org; **or** (from 2-16/9) Alun Pelleschi on 07854 297367

We particularly welcome applications from those with lived experience of the refugee journey