



c/o Touchstone, 32 Merton Rd, Bradford, BD7 1RE. Tel: 07505 053149.  
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Registered Charity 1160553

## **Job Description: Administration & Communications Officer**

**Hours:** 15 per week – flexible, over three or more days with occasional early evenings.

**Rate:** NJC SCP 6: £20,043 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.

**Responsible to:** Bradford City of Sanctuary (BCoS) trustees

**Reporting to:** BCoS' Chair

### **Background**

Launched in 2008, BCoS is part of the rapidly growing national [CoS movement](#) which is committed to creating a culture of welcome and inclusion for those seeking sanctuary in the UK. We are a small, friendly registered charity with excellent local relationships; our work is supported by a board of active volunteer trustees. In addition to this post, we employ a part-time Schools and Colleges Project Lead

### **Job Purpose**

The role involves communicating our message energetically and creatively. It provides an initial point of contact for BCoS to ensure that enquiries are quickly and effectively responded to; the post supports the group in running events and developing new initiatives to further our aims.

***Bradford – Proud to be a Place of Sanctuary***

## **Duties to include:**

*- in collaboration with the Chair, trustees and local group members:*

- Acting as first point of contact for BCoS and responding promptly to enquiries
- Regular liaison with the Schools and Colleges Project Lead
- Ensuring that we communicate effectively and creatively with the local community, to include:
  - Social media: regular updates, including [Facebook](#) and Twitter
  - Mainstream media: responding to enquiries; providing updates and stories
  - [Website](#): regular updating and development
  - Electronic newsletters: at least 3 issues per year
  - Publicity materials: production, updating and distribution
  - Assisting with BCoS event planning, organisation and promotion
- Assisting with the maintenance of the [Welcome to Bradford](#) website
- Assisting with the development and ongoing maintenance of the [Free Things to Do in Bradford](#) resource
- Attending and servicing our monthly BCoS meetings (currently Thursdays from 4.30-6pm, in person and via Zoom)
- Support with fundraising, including contributing to funding applications for our ongoing work; assisting with compilation of monitoring and evaluation reports as required by funders; developing our donor base
- Liaison with BCoS treasurer re- payment of invoices and maintenance of financial records
- Supporting production of our Annual Report and Annual Plan
- Ensuring that database and other records are maintained
- Liaison with national City of Sanctuary's IT lead to ensure that BCoS' email accounts are functional
- Other relevant administrative tasks that may arise

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

### **Please note.**

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

*Bradford City of Sanctuary, August 2022*