



# Leicester City of Sanctuary

## JOB DESCRIPTION

### ASSISTANT CO-ORDINATOR (DEVELOPMENT) – MATERNITY COVER

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| <b>JOB TITLE</b>    | Assistant Co-ordinator (development)   |
| <b>JOB PURPOSE</b>  | To assist the co-ordinator in overseeing and delivering the activities of Leicester City of Sanctuary during a covid-19 pandemic |
| <b>REPORTING TO</b> | Co-ordinator   |
| <b>HOURS</b>        | 14 hours per week initially, rising to 21 hours as work develops accordingly   |
| <b>SALARY</b>       | £20,543-£23,000 full time equivalent, depending on experience and impending salary review.                                       |
| <b>HOLIDAYS</b>     | Statutory leave entitlement - pro rata   |
| <b>CONTRACT</b>     | This is a maternity cover post, commencing January 2020 for 6 months.  |
| <b>LOCATION</b>     | Home based and attending LCOS activities as necessary  |

The impact of the Coronavirus pandemic has radically impacted on our normal pattern of activities and it is not clear how this will evolve over the period of this post. As such all elements of this Job Description will be subject to review as the period of employment proceeds.

#### RESPONSIBILITIES AND DUTIES

##### Overview

1. Working with the co-ordinator to build a culture of welcome and support for asylum seekers and refugees in Leicester, within the framework of policies agreed by trustees.
2. Working with volunteers to ensure that the weekly activities for asylum seekers and refugees runs smoothly.
3. Developing new channels of support work for asylum seekers temporarily housed in Leicester, pending decisions on future location.
4. Providing general administrative support and record keeping.

##### Covid-19 Recovery

5. Researching all relevant covid-19 rules and regulations relating to the services we offer to ensure all are run in a covid-19 safe and compliant manner.
6. Preparing 'risk assessments' on all key stages of all services (Including services already recommenced).
7. Supporting activities to ensure covid-19 compliance is adhered to.

### **Service provision and project management**

8. Being present at any weekly face-to-face sessions to organise and lead key operations including:
  - Communicating in advance with service users to arrange an appointment system
  - Assisting with setting up, reception and support for volunteers.
  - Supporting and leading the volunteer-run English conversation activities
  - General administration and other duties that ensure smooth running of the sessions
9. Developing work with asylum seekers temporarily housed in hotel and other accommodation in Leicester, exploring what it is possible to provide in the provision of social and emergency practical support and leading projects and activities that arise. This will involve liaising with SERCO as Accommodation providers, and Red Cross, Migrant Help and other charities in the sector working in the city.

### **Social media and online presence**

10. Supporting the development of an Online Community for our users and volunteers, and delivering online activities for service users
11. Working with the Finance and Admin officer to develop our social media presence, using Facebook, Twitter and other platforms as agreed from time to time

### **Volunteer recruitment and support**

12. Meeting potential new volunteers and liaising with Coordinator to decide on suitability for agreed roles.
13. Arranging and delivering volunteer training and support, both in person or online as required
14. Supporting the running of quarterly Operational Team and other volunteer meetings, drawing up agenda in collaboration with Coordinator, attending meetings to take minutes, following up matters arising.

### **Organising events, speakers and trips**

15. Assisting the coordinator and volunteers with events including arranging talks, booking speakers and posting on Facebook.

### **Record keeping and evidence gathering**

16. Collecting statistics for LCoS activities and ensuring they are recorded in the software package provided

### **Networking**

17. Attending meetings on behalf of the co-ordinator, as appropriate.

### **Other responsibilities**

18. Undertaking any reasonable requests for other duties required to ensure the smooth and purposeful running of Leicester City of Sanctuary, subject to overall hours available.

**LEICESTER CITY OF SANCTUARY**  
**PERSON SPECIFICATION**  
**ASSISTANT CO-ORDINATOR (DEVELOPMENT) – maternity cover**

**ESSENTIAL**

**Experience and values**

- Commitment to the aims and ethos of the City of Sanctuary movement
- Experience of working with asylum seekers and refugees
- Experience of leading activities and projects both online and face-to-face
- Flexible, self-motivated and resilient
- Effective team player
- Able to use initiative, within the remit of the role

**Skills and Understanding**

- Good organisational and administrative skills
- Ability to write clearly and cogently for newsletters, projects and minute taking
- Ability to deliver presentations and training materials with confidence
- Excellent IT skills (including use of spreadsheets and word processing), and confidence in using social media, especially Twitter and Facebook
- Proficiency in English language
- Understanding of the process of risk assessment

**DESIRABLE**

- Experience of the charity sector
- Experience of working in partnership with other agencies, teams and individuals
- Training in safeguarding responsibilities in the charitable sector
- Experience of creating risk assessments for charitable activities

**ORGANISATIONAL STRUCTURE**

