



# Leicester City of Sanctuary

**Leicester City of Sanctuary is seeking an experienced and committed Assistant Co-ordinator (Development) to help develop our support for asylum seekers in our city especially those newly arrived. This is a maternity cover post.**

You will be joining a small dedicated staff-team, working alongside a large group of volunteers, delivering a wide range of projects that support refugees and asylum seekers across Leicester both virtually and face-to-face.

<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 and beyond 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 activities around the city as required
<b>Closing date for applications</b>	<b>31<sup>st</sup> December 2020</b>
<b>Interviews</b>	<b>Week beginning 11<sup>th</sup> January</b>

**How to Apply** - You can download a full job description, person specification and organisational chart [here](#). If you wish to apply, please email your CV and a covering letter to contact Pete Hobson on [petetrustee@leicester.cityofsanctuary.org](mailto:petetrustee@leicester.cityofsanctuary.org)

Please tell us why you are the right person for this job with reference to the person specification, highlighting your relevant experience and skills and include contact details for two referees.

You can find the detailed job specification [here](#)