

# Leicester City of Sanctuary

is looking for an

## OPERATIONAL LEAD

**We are restructuring!** Our small staff team is looking for someone to take on leading the operational side of our work as we continue to welcome asylum seekers and refugees in and around Leicester.

You should be experienced in working in the refugee sector and managing a team, flexibly working alongside a Strategic Lead (0.4) with significant prior experience in the organisation.

We would like the successful candidate to start as soon as possible.

**This post is 0.8 (initially) with a salary £30k (FTE)**

**Leicester City of Sanctuary** (LCoS) is a well-established and highly regarded local charity, delivering a wide range of projects that support refugees and asylum seekers across Leicester and Leicestershire.

Our 2020/21 [Annual Report](#) provides a summary of our recent activities.

For an exploratory conversation, please email Pete Hobson at [petetrustee@leicester.cityofsanctuary.org](mailto:petetrustee@leicester.cityofsanctuary.org), or telephone **07810 023659**

Closing date for applications:  
noon Friday 10<sup>th</sup> June 2022

*Interviews w/b 20 June*

## LEICESTER CITY OF SANCTUARY

### JOB DESCRIPTION

#### OPERATIONAL LEAD

<b>JOB PURPOSE</b>	To co-ordinate and oversee the operational activities of Leicester City of Sanctuary, leading a small staff team and working in partnership with volunteers, including those with lived experience of seeking sanctuary
<b>REPORTING TO</b>	The Chair of Trustees and through her/him to the Board of Trustees
<b>WORKING ALONGSIDE</b>	Strategic Lead (0.4)
<b>RESPONSIBLE FOR</b>	Two Project Coordinators Finance and Admin officer
<b>MANAGED BY</b>	The Chair of Trustees
<b>HOURS</b>	4 days per week (37.5 hour week) to be worked flexibly
<b>SALARY</b>	£30k FTE with 4% contribution to Workplace Pension Scheme
<b>HOLIDAYS</b>	28 days FTE = 21 days, plus 7 days to include public holidays
<b>LOCATION</b>	Home based and attending LCoS activity as necessary Option of city centre office base under consideration
<b>SAFEGUARDING</b>	Enhanced DBS check will be required

#### RESPONSIBILITIES AND DUTIES

The Operational Lead and the Strategic Lead will work collaboratively, taking a lead or supporting in specific areas as indicated. Overall accountability for work will be from Operational Lead to Trustees.

##### Lead responsibilities

- Have overall responsibility for the practical work of the charity
- Oversee all operational elements of the work, including final responsibility for the weekly Hub activity, but acting as point of reference for all other areas of activity
- Line manage project coordinators and finance/admin officer, to include coaching and development of staff
- Responsible for operation of Safeguarding policy and procedures
- Develop the volunteer strategy and cohort
- Be first point of external contact for the charity
- Represent the charity to external partners and media
- Develop new partnerships with external bodies
- Engage with supporters

##### Support for Strategic Lead

- Engage with Fundraising strategy and applications
- Support existing partnerships with external bodies
- Help develop strategic vision and direction

##### Duties

#### **Operational**

1. Coordinate the work of Leicester City of Sanctuary within the agreed organisational structure

2. Meet regularly with the Chair of Trustees to discuss the work and to agree with him/her the direction of travel
3. Work collaboratively with the Strategic Lead
4. Line-manage the Project Officers and Finance and Admin Officer
5. Lead the Staff Team, ensuring good communication between members of the team and volunteers
6. Convene and chair the Operational Team on a quarterly basis, ensuring that minutes are recorded and circulated to all those who need to know.
7. Work with the staff Team to ensure that the weekly 'Hub/Drop in' centre for asylum seekers and refugees runs effectively and meets the needs of its users
8. Ensure ongoing recruitment, induction, training and support of sufficient volunteers to lead and/or contribute to the different activities, actively promoting opportunities to involve asylum seekers and refugees in the running of the organisation.
9. Administer Leicester City of Sanctuary's Hardship Fund.
10. Oversee staff and volunteer compliance with LCoS Safeguarding policy and procedures and report on any issues to the Safeguarding Trustee

#### **Communications and relationship building**

11. Build and maintain links with the national City of Sanctuary network, ensuring that new developments for Leicester City of Sanctuary sit well with the mission and values of the national City of Sanctuary movement.
12. Ensure members and supporters are kept abreast of Leicester City of Sanctuary activity through regular newsletters and other communications.
13. Develop new partnerships with external bodies

#### **Planning and reporting**

14. Prepare regular reports to Trustees and attend the Trustees meeting to discuss this and other matters, informing them and seeking their collective approval for new developments and any significant changes in policy or practice.
15. Work with the Chair of Trustees to prepare and submit annual reports to the organisation's AGM and to the Charity Commission.

#### **Working with Strategic Lead to**

16. Implement the Strategic Plan, and develop short, medium and long term action plans
17. Identify possible new opportunities for Leicester City of Sanctuary that respond to the changing needs of asylum seekers and refugees.
18. Identify possible new funding sources and initiate the process of making applications, working on this with interested others wherever possible.
19. Liaise with existing partners and other stakeholders in Leicester City of Sanctuary, locally, regionally and nationally, keeping them informed of developments and seeking their counsel as needed.

#### **Other**

20. Undertake reasonable requests for such other duties as are required to ensure the smooth and purposeful running of Leicester City of Sanctuary, subject to overall hours available

## LEICESTER CITY OF SANCTUARY

### PERSON SPECIFICATION: OPERATIONAL LEAD

#### **EXPERIENCE** (E – essential, D – desirable)

Working with asylum seekers and those seeking asylum or refuge in the UK E

Managing staff E

Managing change E

Managing volunteers E

Working in the charity sector with refugees and asylum seekers E

Managing projects and activities E

Knowledge of Safeguarding policies and their implementation E

Writing Risk Assessments and compliance with Health and Safety requirements D

The use of social media and other platforms to organise and communicate D

Working with media to promote causes D

Previous success in raising funds from a variety of sources D

Detailed and up to date knowledge of the rules and regulations governing asylum seekers and refugees D

#### **QUALITIES** (E – essential, D – desirable)

Commitment to the aims and ethos of the City of Sanctuary movement E

Excellent organisational skills E

Confident self-presentation E

Flexible, self-motivated, resilient and able to manage competing priorities E

Ability to write clearly and cogently for newsletters, minutes, project reports and funding applications E

Ability to relate well to a wide range of people in order to spot opportunities and aptitudes, make connections and generally get the best out of everyone E

Ability to understand and manage budgets and to exercise sound financial judgement D

Own transport D