Requirement for a Sanctuary Suppers Facilitator

# Role description

## Job title

Leeds City of Sanctuary – Sanctuary Suppers Facilitator

## Location

Oak House, Leeds LS3, with flexibility for home working.

## Permanency/frequency

The Sanctuary Suppers Facilitator is a temporary/part-time role. There is a possibility of extension subject to successful achievement of funding.

## Employment basis

The Sanctuary Suppers Facilitator will work on a self-employed basis and the successful candidate will be responsible for making arrangements to pay appropriate income tax and National Insurance Contributions

A role description with a start and end date will be provided to the Sanctuary Suppers Facilitator and will serve as a contract for services.

## Duration

From 15 July until 9 October 2018.

## Reporting

The Sanctuary Suppers Facilitator will report to the Leeds City of Sanctuary Steering Group via the Supervisor. The Supervisor is responsible for agreeing the Suppers Facilitator’s priorities and for authorising payments to the Sanctuary Suppers Facilitator.

### Supervisor

The supervisor for this role is Mary Brandon, a member of the Steering Group.

## Hours

The Sanctuary Suppers Facilitator will work on average 14 hours per week. The days of the week to be worked and the location of the work will be agreed with the Supervisor prior to the commencement of the work and varied as required during the execution of the work. The total hours in the month can be worked flexibly during the month, as per the requirements of the role, with some weeks potentially busier than others.

## Payment

1. The Suppers Facilitator will invoice the funder, Leeds Christian Community Trust, on a monthly basis, based on completion of the agreed tasks, as agreed with the Supervisor.
2. The Sanctuary Suppers Facilitator’s travel and other expenses will be paid, as agreed with the Supervisor. NB these expenses are distinct from the travel expenses incurred by Supper Volunteers, who will be recompensed by the Sanctuary Suppers Facilitator as part of the facilitation work.
3. The total invoiced shall not exceed £2100, plus the agreed expenses..

## Description of responsibilities

### General

The Sanctuary Suppers Facilitator shall:

1. Facilitate the organisation of a number of Sanctuary Suppers, including recruiting and liaising with volunteers and refugee community groups
2. Keep accurate expense records (volunteers can claim their expenses for hosting a Sanctuary Supper)
3. Collect and collate feedback from Sanctuary Suppers to measure outcomes and continuously improve the project.
4. Produce reports on the project as required by the Supervisor

### Records

The Sanctuary Suppers Facilitator shall maintain:

1. List of suppers held
2. List of new attendees and details of new contacts made
3. Feedback from each supper
4. Accounts for each supper (to include the costs of the suppers held and the travel expenses claimed by the volunteers – these travel expenses are distinct from any claimed by the Sanctuary Suppers Facilitator, which are accounted for on the Sanctuary Suppers Facilitator’s invoices.

## Person Specification

### Essential

1. Excellent organisation and prioritisation skills
2. Excellent interpersonal and both written and spoken communication skills
3. Able to exercise initiative and judgement to make decisions when working alone
4. Able to work independently and as part of a team
5. Current involvement with City of Sanctuary
6. Previous voluntary or paid work with asylum-seekers and refugees
7. Awareness of the asylum process and the range of issues experienced by asylum-seekers and refugees
8. A good working knowledge of the refugee support sector in Leeds
9. Flexible, able to travel within the area and attend meetings and events at varying times

### Desirable

1. Experience in project management
2. Excellent IT skills (including experience with Microsoft Office and preferably also with WordPress)
3. Experience supporting volunteers
4. Experience of applying for funding

# Application process

The job will be advertised within the City of Sanctuary network using the Role Description described above and will be accompanied by the following:

“To apply for this role, please send us a letter clearly stating why you are interested in this role and why you think you would be suitable for it, addressing the role description and person specification above. You will be also asked to provide a sample plan (2 sides of A4) for a notional Sanctuary Supper as part of the selection process, prior to interview.

Please also include an up-to-date CV and the names and contact details of two referees. Applications should be sent by email to **mary@leeds.cityofsanctuary.org**to arrive no **later than 7 July 2018.**”