Person Specification

Post Title: Schools of Sanctuary (SoS) Project Coordinator

Summary of Job: *See attached Job Description*

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application form

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	- Significant teaching or senior organisational experience in primary or secondary schools, or educational support projects - Experience of making successful funding applications - Experience of promotional work in local communities	- Voluntary or paid work with asylum seekers / refugees – **or** - Personal experience of seeking asylum	Application form Interview
SPECIAL KNOWLEDGE	- A developed understanding of the ethos and aims of the SoS stream within the national City of Sanctuary movement - A basic awareness of the asylum process - Knowledge and understanding of the principles of safeguarding and health and safety	- Local knowledge of Bradford's educational system - Knowledge of local asylum and refugee support services	Application form Interview
CIRCUMSTANCES PERSONAL	- Ability to work from home - Access to computer with internet - Willingness to work occasional evenings and Saturdays		Application form

	• Possession of a full UK driving licence and use of a vehicle for work • Possession of or willingness to obtain Enhanced DBS Disclosure (children)		
DISPOSITION/ADJUSTMENT /ATTITUDE	• Interest in and sensitivity towards the needs of asylum seekers and refugees • Energy and creativity • Flexibility • Ability to self-motivate, prioritise and take initiative • Proven record of reliability, time management and organisational ability • Commitment to equal opportunities and anti-discriminatory practice		Interview Application form References
PRACTICAL AND INTELLECTUAL SKILLS	• Excellent written and spoken English • Excellent networker • Excellent interpersonal skills • IT Literate: Microsoft Office; database management • Familiarity with using and maintaining social media sites		Interview Application form

*