Leeds City of Sanctuary Arts and Faith Coordinator

**Period of agreement:** 1 year (with possibility of extension)

**Fees:** £10.16/hr for 7 hours per week on a self-employed basis

**Location:** Based at Ebor Court (in Leeds city centre) with flexibility for home working

**Reports to:** Steering group and supervisor

**Introduction**

Leeds City of Sanctuary aims to build a culture of welcome for asylum-seekers and refugees (AS&R) in Leeds. We do this by encouraging individuals and organisations to come together to reflect on how they can welcome AS&R, by running raising awareness sessions and by helping organisations within the sector to work together.

In order to enable people from all walks of life to feel part of the City of Sanctuary we have created streams of sanctuary. A Stream is a theme that links together organisations or individuals around the idea of sanctuary. In Leeds, the following have emerged as Streams: welcome, schools, faith, arts, health and maternity.

The welcome, schools, health and maternity streams are now quite well established and within these streams, organisations and individuals come together to discuss and share best practice, ideas and resources. Schools or services can receive a sanctuary award if they submit evidence that they have met three key principles:

1. Learn about what it means to be seeking sanctuary.
2. Take positive action to embed concepts of welcome, safety and inclusion within the school and wider community.
3. Share your vision and achievements

We would like to focus on developing two streams: the Arts stream and the Faith stream. This will be considered as a stand-alone project but the arts and faith coordinator will work alongside the general coordinator and will report to Leeds City of Sanctuary Steering group.

**Role Description**

**General**

- Attend monthly Leeds City of Sanctuary steering group meetings
- Ensure the arts and faith pages of the website are kept up to date and to develop online resources
- Apply for funding to extend the project

**Arts**

- Develop connections within the Arts sector in Leeds
- Coordinate the arts stream of sanctuary group and organize quarterly meetings
- Enhance understanding of AS&R needs with the arts sector and promote City of Sanctuary
● Develop a volunteer placement to assist with this work and support / supervise the volunteer
● Work with the arts stream to create an online resource for arts organisations and individuals interested in the theme of sanctuary, including the three principles: Learn, Embed, Share
● Promote sanctuary awards within the arts stream

**Faith**

● Develop connections with faith organisations and religious leaders in Leeds from all faiths
● Coordinate the faith stream of sanctuary group and organize quarterly meetings
● Enhance understanding of AS&R needs within the faith sector and promote City of Sanctuary
● Develop a volunteer placement to assist with this work and support / supervise the volunteer
● Encourage faith groups to support AS&R directly and/or charitable organisations that work with them
● Develop opportunities for inter-faith conversations around the idea of sanctuary, including an inter-faith conference
● Work with the faith stream to create resources for faith organisations and individuals around the theme of faith and sanctuary, including a multi-faith resource pack with perspectives from different faiths on sanctuary and examples from faith communities in Leeds
● Work with the faith stream to compile a directory of places of worship in Leeds which actively support AS&R and how they do it
● Promote sanctuary awards within the faith stream

**Person Specification**

**Essential**

● Excellent organisation and prioritisation skills
● Excellent interpersonal and both written and spoken communication skills
● Able to exercise initiative and judgement to make decisions when working alone
● Able to work as part of a team
● Sympathetic to the values of City of Sanctuary
● Excellent IT skills (including experience with Microsoft Office and preferably also with WordPress)
● Awareness of the asylum process and the range of issues experienced by asylum-seekers and refugees
● A good working knowledge of arts groups and / or faith groups in Leeds (and to be willing to learn about the other)
● Respectful of all faith groups and willing to work in a multi-faith way that engages different faith groups in Leeds
● Flexible, able to travel within the area and attend meetings and events at varying times
● Experience of applying for funding
Desirable

- Experience in project management
- Experience supporting volunteers
- Voluntary or paid work in community development
- Voluntary or paid work with asylum-seekers and refugees

**Application Process**

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 above. Please also include an up-to-date CV and the names and contact details of two referees. Applications should be sent by email to hello@leedscityofsanctuary.org to arrive no later than 9th October 2015.