

St Augustine's & Calderdale Valley of Sanctuary are looking for an

Awareness Raising Project Coordinator

to start in January 2022

16 hours per week

Who are we?



Calderdale Valley of Sanctuary is a network of members and supporters that are committed to a shared vision, that:

“Calderdale is inclusive and welcoming, where those seeking asylum and refugees can fully participate in the life of the valley and be recognised for their contribution.”

We held our first AGM in April 2021 and our 3 priorities for this year are Welcome, Health and delivering a successful Refugee Week.

<https://calderdale.cityofsanctuary.org/>



St. Augustine's Centre in Halifax has been working with diverse communities for over 50 years and has become Calderdale's specialist support centre for people seeking asylum and with refugee status, alongside other local people who need our services.

Our 15 staff and 180 volunteers support a community of 750 individuals and families from 57 countries who are now based in Calderdale. Most live in Park Ward where we are based. In partnership with other organisations, we offer specialist advice on immigration and asylum support, and one to one support with welfare, housing, health and access to wider services. We provide hot meals, English language classes, training, cultural, social and wellbeing activities, trips and volunteering opportunities.

We have spaces for reflection and a befriending and integration service. We want to share stories and build awareness about human rights, advocating and campaigning locally and nationally.

<https://www.staugustinescentrehalifax.org.uk/>

Awareness Raising Project Coordinator

This is a great opportunity to be involved in developing a key area of joint working between St Augustine's Centre and Calderdale Valley of Sanctuary. Both organisations are committed to creating a culture of welcome in Calderdale built upon a greater understanding of how communities can support each other and the particular challenges that those seeking sanctuary face on their arrival.

We are really proud of the many organisations who approach us to request support in understanding more about those seeking asylum and living here as refugees and this role is to ensure that we develop a high-quality response to those requests.

We have already developed a simple package of support including a presentation which is built to be co-delivered with Experts by Experience, but our ambition is to develop this into a more tailor-made response.

The Awareness Raising Project Coordinator will play a key role in driving our relationships with external organisations in order to build awareness about issues facing our community, raise the profile of both organisations, and most importantly drive commitment across Calderdale to create a welcoming Valley.

We are looking for someone who is organised, creative, and is brilliant with people (including those for whom English is a second language). Someone who seeks out opportunities and can develop productive and purposeful engagement with external organisations.

This is a chance to work with a fantastic staff team and wider community of people in two vibrant organisations. We will provide on the job support, additional external training as required and free hot lunches! Amber Ray, the STA Communications Manager will be the point of contact for this work. Joint support meetings will be held with St Augustine's Director, Communications Manager and the Chair of CVoS.

Key information about the job

- 6 months fixed term contract. Potential to extend the role over a year and beyond subject to funding
- Freelance fee £15 an hour
- Or the option to be paid on the payroll (PAYE) at £12.60 an hour (this option includes 7 days paid leave including bank holidays over the six months)

- 16 hours a week to start in January '22. There will be the option to work flexibly from home for some of these hours or hot desk at St. Augustine's Centre. We are working hard to keep within Covid safety guidelines.
- Probationary period of 1 month.

Interested?

Take a good look at the full Job Description and Person Specification below.

How to apply: Please write us a letter of application, setting out on no more than 2 sides of A4 the following:

- 1) why this role excites you
- 2) what experience and skills you bring to the role
- 3) two referees

Submit your letter, along with your CV to us via email:

hello@calderdale.cityofsanctuary.org by **5pm Friday 7th January 2022.**

You will be notified if you have been shortlisted for an interview by 5pm Monday 10th January. Interviews by zoom will take place on **Friday 14 January**. Referees will only be contacted following the interview, subject to being offered the role.

The job description below is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. We will be shortlisting based on what qualities, skills and experience you bring to the role, outlined in the person specification.

St Augustine's and CVoS are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds.

Questions? If you have any questions please contact Amber Ray, Communications Manager, on 07484665044 or by email amber.ray@staugustinescentrehalifax.org.uk or contact Sara Robinson, Centre Director, on 07974 253089 or by email sara.robinson@staugustinescentrehalifax.org.uk

Awareness Raising Project Coordinator Job Description

St. Augustine's Centre Halifax and Calderdale Valley of Sanctuary

Job Title	Awareness Raising Project Coordinator		
Employment Status	Fixed term 6 month contract. Potential to be extended subject to funding.	Hours per week	16 hours per week
Salary	Freelance fee £15 an hour - Or the option to be paid on the payroll (PAYE) at £12.60 an hour (this option includes 7 days paid leave including bank holidays over the six months).		
Line Manager	Communications Manager	Responsibility for:	Awareness Presenters (including staff & volunteers)
Main Objectives			
To progress our shared priority of engaging with schools, community groups and other organisations interested in learning more about why people seek sanctuary in Calderdale.			
Key Responsibilities			
<p>Awareness Raising Development</p> <ul style="list-style-type: none"> - Respond to all requests received from schools and organisations by STA and CVoS. - Proactively approach schools and organisations identified as a priority by STA and CVoS. Please note priorities will be agreed around geographical areas, types of organisation and specific funding requirements. For example, STA needs to provide awareness raising sessions to certain leisure centres to help them provide a more empathic and accessible service to people seeking sanctuary. - Liaise with the organisations to identify the appropriate response to their request. This is likely to include an awareness raising presentation about asylum seekers and refugees and may include providing information, supporting a fundraising event etc. - Support the establishment and development of a 'bank' of presenters to include both Experts by Experience (EbE) and host community representatives. Please note there are staff and volunteers at STA and CVOS who are happy to deliver most presentations but they need support and encouragement. - Develop a presentation in line with both organisations' brand guidelines and deliver training for the bank of presenters to ensure a high quality and well-presented session for schools and other organisations - Ensure that schools and organisations receive the service as requested and that feedback is given to improve future developments - Work with the Communications Manager to maximise public communications around sessions delivered. <p>External Engagement & Partnerships</p>			

- Maintain a database of organisations who have engaged with STA and CVoS to include in future mailing lists
- Encourage all organisations to sign up as a member of CVoS
- Promote the opportunity to schools to join the School of Sanctuary stream of work (including the School of Sanctuary award); share the school contacts with the Volunteer school lead at CVoS and provide the schools@calderdale.cityofsanctuary.org email to all schools
- Identify opportunities and delegate to key Team members

Other

- Attend weekly team meetings and contribute to organisational developments
- Deliver a short report on the successes and challenges experienced towards the end of the 6-month contract.
- Work within St. Augustine’s Centre and CVoS values, and ensure policies, procedures and codes of conduct are reflected in daily practice, particularly health and safety and safeguarding.

Deliverables

Measures of Success

- 100% response rate to schools and organisations contacting STA or CVoS
- 50% engagement of an agreed, feasible number of schools and organisations in geographical areas identified as a high priority
- Feedback completed for all organisations engaged with
- Database set up for all organisations engaged with and maintained
- 75% of schools signed up to CVoS prior to handover
- A ‘bank’ of up to 10 people who are trained and skilled at delivering the presentation
- A high-quality presentation that can be adapted for future presentations to different audiences
- Report delivered

Awareness Raising Project Coordinator Person Specification

St. Augustine's Centre Halifax and Calderdale Valley of Sanctuary

<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
Areas of Experience	<ul style="list-style-type: none"> • Understanding of the needs and experiences of people seeking sanctuary in the UK • Experience of partnership & collaborative working and of building relationships across a variety of organisations • Experience of delivering training to small groups 	<ul style="list-style-type: none"> • Experience or knowledge of the asylum system
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Ability to present information clearly and communicate effectively with people from a wide range of backgrounds and sectors. • Excellent verbal and written communication skills • Good administrative skills to support effective email communication, developing training for the bank of presenters, maintaining a database and creating imaginative presentation material • An understanding of how schools and community / statutory based organisations work and creative ideas for engaging with organisations on our key issues • An understanding of how to effectively communicate key messages 	<ul style="list-style-type: none"> • Experience with Canva or similar design platforms / software • Experience of a CRM system.
Qualifications	<ul style="list-style-type: none"> • No formal qualifications are essential. 	<ul style="list-style-type: none"> • Functional skills / Maths / English qualifications
<i>Attribute</i>	<i>Essential</i>	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to the core values of STA and CVoS. • Motivated and hard working. • Enthusiastic and friendly. • An ability to work with minimal support and initiate new ideas and responses as required 	