Work with us

Title: Portsmouth City of Sanctuary SoS Project Lead

Role type: Temporary

Hours: Part-time, 1 days per week (7.5 hours). Portsmouth based, but open to hybrid flexible working (where this will not directly affect service delivery).

Salary: £100 per day, as a sole trader invoicing us monthly.

Location: Working from home, at least initially, with local travel expected (expenses reimbursed). Activities all Portsmouth based.

Reporting to: Lead Portsmouth City of Sanctuary (PCoS) Trustee responsible for staff and volunteers.

About PCoS

PCoS is a registered Charity supporting vulnerable and isolated people looking for a safe place. We believe Portsmouth can be that place - a city of sanctuary: https://portsmouth.cityofsanctuary.org.A core of local organisations have come together to form a non-political, humanitarian City of Sanctuary group, part of a national network mostly but not exclusively welcoming asylum seekers and refugees. To date PCoS has 140 supporting organisations from the charitable, community, faith, arts, sport, educational, statutory and business communities.

Role Description:

PCoS has initiated the Spaces of Sanctuary (SoS) project in partnership with others in the city, which will develop a network of private and public-sector venues/businessesthroughout the city that are trained and supported to respond to the needs of anyone seeking safety and dignified support in Portsmouth. SoS aims to consolidate tangible goodwill in the city in support of people experiencing vulnerability.

PCoS, in partnership with Portsmouth Dignity Network (PDN), Pompey Safe Spaces Scheme (PSSS), and the Lord Mayor's Office, through this project aims to consult, set up and train a network of community volunteers that will in turn offer Spaces of Sanctuary (SoS) to anyone seeking safety and dignified support in Portsmouth. It will realise this aim through three specific objectives.

The first objective is to encourage private and public sectors to engage with the SoS and PSSS through the dissemination of information and a SoS city-wide survey and leaflet drop.

The second objective is to expand the existing 140-member strong PCoS network by having at least 75% of survey respondents sign up to the SoS initiative by the end of

2021, and over 100 volunteers trained in delivering specific support within the first 6 months.

The third and final objective is to put the outreach and the training into action by providing a city-wide comprehensive SoS service to those in need of support. The establishment of the network will happen gradually over time and grow as more and more venues sign up to the initiative and are trained, and volunteers DBS checked as appropriate.

This project is an early opportunity for PCoS to expand its project engagement; therefore we need someone who is able to use their initiative to develop and deliver the SoS project and be responsive to challenges as they arise. The role will include leading onbeneficiary and stakeholder liaison, managing sessions and volunteer support, overseeing the ongoing provision of suitable venues, as well as generatingideas for sustainable delivery beyond March 2022. You will also need to work closely with our Trustees, treasurer and other project leads to deliver our joined up service, with captured outcomes and project performance indicators.

Responsibilities:

- Ensure the development of training modules, recruitment of volunteers and SoS sites across the city, planning, risk assessment.
- Assist with overall stakeholder liaison, internal and external, working with a broad team to sustain the project throughout beyond current funding
- Develop specific MEL systems and report impact and outcomes against established indicators
- Monitor expenditure and ensure cost effectiveness
- Regularly update the Board of Trustees on developments with the SoS project.
- Meeting specific reporting requirements of the donor

Required Experience and Skills

Experience	Essential	Desirable
Experience of working with refugees & asylum seekers.	x	
Experience of leading a team of volunteers		x
Experience of establishing MEL systems in a non-profit environment	x	
Fundraising Experience (trusts and statutory bodies)		x
Skills		
Knowledge of safeguarding legislation		x
Network building and maintenance	x	

Excellent time management skills	x
Strong communication skills	x
Ability to remain calm and handle challenges	x
Ability to work independently and as part of a team	x
Safeguarding and first aid qualifications	x
Ability to monitor and maintain safe working practices	x
Data input and analysis	x

The candidate

If you are passionate about Portsmouth and people this could be the job for you. Our ideal candidate is creative, friendly, enthusiastic, organised, adaptable and approachable. We are at a key stage of strategic development within PCoS and are looking for someone who is keen to have a progressive role in the future of the charity.

We are looking for candidates who share our values i.e. inclusive; compassionate, dignified and supportive; committed to high standards; trustworthy; respectful; accountable and fun.

We are proud of the difference we make to the lives ofpeople at risk. If you would like to be a part of this, we'd love to hear from you.

Application

If you have the skills and experience we're looking for, please send your CV and a short cover letter stating why you want to work for PCoS and the SoS project, up to date Linkedin profile or other outline of your employment history to portsmouthcityofsanctuary@gmail.comby noon **on Wednesday 14 July 2021**.

We will invite suitable shortlisted candidates (with an existing Right to Work in the UK)to attend an interview by Zoom later that week. Flexible options will be offered.

We aim to represent the diversity of our local communities and positively encourage applications regardless of age, race or ethnicity, gender, gender identity, sexual orientation, disability, religion or belief.