



Volunteer for administering the Brighton and Hove City of Sanctuary Group 'Sanctuary on Sea'

Initial period of 6 months

4 to 6 hours per week minimum

Based either at Black & Minority Ethnic Community Partnership, Fleet Street, Brighton, or from home if more convenient

Administrative Volunteer Role

Minimum:

- Responsibility for the administration of the SoS activities:
- Attending and being available to minute SoS committee meetings and circulating agendas and minutes
- Copying paperwork for meetings
- Answering emails
- Maintaining the database of supporters
- Sending out emails to the steering committee and the wider group of supporters
- Writing and sending out the SoS Newsletter electronically
- Collecting responses from supporters and keeping them informed
- Updating and maintaining webpage
- Maintaining online presence on social media

Additional (depending on skills and interests of volunteer) :

- Collecting and writing up data and evidence about refugees and asylum seekers in Brighton & Hove
- Liaising with other City of Sanctuary Groups in the UK and the national office of City of Sanctuary to get ideas and examples of good practice that could work in Brighton & Hove
- Developing project plans and funding applications for the ongoing work of this project
- Take forward some campaign work

We are looking for someone with the following skills and characteristics

Essential

- Sympathy with the aims of City of Sanctuary
- IT literate

- Experience of using Mailchimp and updating a simple webpage – or ability to learn how to do this
- Experience of taking minutes in a meeting or willingness to learn this skill
- Good written and spoken English
- Organised and efficient at administrative tasks
- Good understanding of the challenges facing refugees and asylum seekers in the UK

Desirable

- Ability to explain the situation facing refugees and asylum seekers to others
- Experience of working with or spending time with refugees, asylum seekers or vulnerable migrants in a paid or voluntary capacity

This volunteer post will be supported and supervised.

Reasonable expenses will be paid.

Training in minute taking and other administrative duties can be provided.

Applications are especially welcome from people with a migrant background and knowledge and experience of migrants living away from their home country.

The successful candidate will be offered positive learning opportunities, including networking with a range of agencies involved in giving sanctuary, administering meetings, experience in basic data collection and research, and applying for funding. A reference can be provided after an initial 6 month period.

If the role is extended a DBS may be required.

To apply for the role please email a CV and cover letter to Jenny Lansdell, Chair of Sanctuary on Sea at jennylansdell@tiscali.co.uk .