



Brighton & Hove Refugee Week Co-ordinator

**Freelance position for immediate start
Contract value: £15/hour (likely 100 hours)**

Context

Refugee Week takes place in June each year in the week containing 20th June which is UN World Refugee Day. <http://refugeeweek.org.uk/>

In 2016 Refugee Week runs from Monday 20th – Sunday 26th June. However events to celebrate Refugee Week may spread out over the weeks leading up to and after Refugee Week.

According to the national Refugee Week website, the aims of Refugee Week are:

- To facilitate positive encounters between refugees and the general public in order to encourage greater understanding and overcome hostility
- To showcase the talent and expertise that refugees bring with them to the UK
- To explore new and creative ways of addressing the relevant issues and reach beyond the refugee sector
- To provide information which educates and raises awareness of the reality of refugee experiences

We are aware that a number of organisations in Brighton & Hove are planning or discussing a range of Refugee Week events including:

- Talks and lectures
- Showings of films
- A radio project
- Theatre
- An event focussing on the cuisine of refugee communities
- A Sports event
- a large music festival at a number of venues across the city
- A Schools of Sanctuary programme in the city may also lead to events taking place in primary and secondary schools.

We can expect that there will be a high degree of public and press interest in Refugee Week. One of the challenges will be involving refugees and asylum seekers themselves in events – as participants and as audience members.

The Sanctuary on Sea group (the Brighton group connected to the UK wide network of Cities of Sanctuary - <https://cityofsanctuary.org/>) in partnership with some of the organisations who plan to organise events and publicity during Refugee Week (including the Community University Partnership Programme at the University of Brighton) have come together to recruit a short term part-time co-ordinator on a self-employed basis. The Co-ordinator will be contracted by Community Works on behalf of Sanctuary on Sea and its partners. Hot-desking facilities can be made available at the offices of Community Works in central Brighton if necessary.

Responsibilities

1. To form and run a Steering Group of organisations and groups involved in Refugee Week events in Brighton & Hove who can plan the week as a whole, sharing resources and expertise as necessary. This group may also choose to agree a joint communications or media plan.
2. To promote participation in the steering group and in the organisation and attendance of all the events by refugees and asylum seekers. If there are refugee community organisations who wish to organise events during the week, to advise and support them with this as necessary.
3. To co-ordinate offers of resources and support for Refugee Week events, acting as a link to the national Refugee Week co-ordination office.
4. To produce attractive publicity materials for Brighton & Hove Refugee Week – including accurate listings, programmes and online resources, liaising with those who can distribute these.
5. To support organisers of events as necessary, acting as the link point between groups and providing logistical help when needed eg with transporting materials.
6. To recruit and train a group of Refugee Week volunteers to help out at events as necessary. This may involve running a series of stalls at events.
7. Working with members of the Sanctuary on Sea steering group and the local authority press office, to act as a central 'press officer' for Refugee Week, fielding press and media enquiries appropriately.
8. Working with other organisations, to help identify, brief and prepare a number of local spokespeople (refugees or those who are equipped to speak on this issue) in the event of media enquiries.

Skills, experiences, abilities and attributes

1. Experience of successfully administering and co-ordinating events with wide diversity of participants, including from different ethnic, linguistic and cultural backgrounds.
2. Proven organisational skills and the ability to work to deadlines.
3. Ability to be flexible and work with initiative.
4. Good spoken and written English and the ability to chair and take notes in meetings
5. Ability to design and produce publicity materials to deadlines
6. Ability to respond to press and media enquiries in a pressured environment
7. Ability to support, enthuse and co-ordinate volunteers, including those from refugee backgrounds.
8. An understanding of the challenges facing refugees and asylum seekers arriving in the UK.
9. Sympathy with the aims of Refugee Week (above)

The job description and further information is available from the Sanctuary on Sea website: <https://brighton-and-hove.cityofsanctuary.org/>

To apply, please submit your CV and a covering letter to:
brightonandhove@cityofsanctuary.org

Your covering letter should set out how you will meet the project brief and show how you have the required skills, experience, abilities and attributes,

If you have any questions about this role or if you require this information in a different format please contact: Richard Williams, Vice Chair of the Sanctuary on Sea group at richard@richardmwilliams.eu or 07970 892932.

Closing date for applications: 5pm 2nd May 2016

Interview date: 6th May 2016