



DISPLACED PEOPLE *in* ACTION
Pobl Di-le yn Gweithredu

DPIA is recruiting!

Position: Swansea City of Sanctuary Engagement and Training Officer

Contract: Fixed term 29th January – 27th April 2018

Salary: £22,000 pro rata (21 hours, fixed days to be negotiated)

Reporting to: Wales Cities of Sanctuary Project Coordinator

We're looking for a dynamic self-starter to fill a short-term position with the Big Lottery funded Wales Cities of Sanctuary project in February, March and April. The main duties of this position would be:

- Deliver awareness-raising training on refugee and asylum issues, in partnership with our Sanctuary Speakers team
- Support our volunteer Sanctuary Speakers to share their experiences of seeking sanctuary in Wales
- Advertise our awareness raising training and liaising with groups and organisations who wish to invite the Sanctuary Speakers team
- Accurately record monitoring and evaluation information against project objectives
- Maintain resources and information regarding the situation of asylum seekers and refugees in Wales to share with the general public
- Administrative support to the Wales Cities of Sanctuary Project Coordinator

The successful applicant will be able to demonstrate appropriate skills, knowledge, and/or experience in each of the following:

Essential criteria

- 5 GCSEs A*-C or equivalent
- Demonstrable understanding of the issues affecting refugees and asylum seekers
- Excellent communication skills, both written and verbal, including public speaking
- Excellent organisational and administrative skills, including time management
- Proficiency of Microsoft Office tools
- Ability to work on own initiative
- Ability to work flexible hours and travel as necessary
- An understanding of the importance of compliance with workplace policies and ability to maintain professional boundaries
- Understanding and commitment to equality of opportunity and anti-discriminatory practice
- Understanding of the importance of confidentiality and its application in line with the Data Protection Act and Freedom of Information Act

Highly desirable criteria

- Experience of working with and ensuring the participation of people seeking sanctuary
- Experience of working with people who are vulnerable or oppressed and have experienced inequality or injustice
- Proven experience in the training or education sector
- Experience of managing volunteers

To apply, please send your CV and a covering letter (no more than one page) to Rebecca Scott, Wales Cities of Sanctuary Project Coordinator via rebecca@dpia.org.uk. The deadline for applications is **Friday 26th January**, but we reserve the right to close applications sooner if the right candidate is found, so please apply as soon as possible.