



Candidate Information

Position:	University of Sanctuary Co-Ordinator
School/Department:	Civic Engagement and Social Responsibility
Reference:	24/112098
Closing Date:	Monday 26 August 2024
Salary:	£33,785 - £38,765 per annum.
Anticipated Interview Date:	Monday 9 September 2024
Duration:	Permanent

JOB PURPOSE:

Reporting to the Social Impact and Civic Responsibility Manager, the post-holder will be responsible for developing and managing the delivery of specific projects and initiatives as part of the University's Sanctuary Strategy. This role aims to attain the University of Sanctuary accreditation for the Institution by coordinating efforts within the University and collaborating with external partners. The post-holder will work with various stakeholders, including NGOs, government departments, and internal colleagues, to build relationships and ensure the successful implementation of sanctuary-related activities. Obtaining University of Sanctuary status is a key aspect of the University's Civic Mission, underpinned by the commitments set out in our Social Charter.

MAJOR DUTIES:

1. Lead on the development and delivery of designated projects aimed at securing the University of Sanctuary accreditation and support the development and implementation of the University's Sanctuary agenda. Ensure the University fully meets the criteria provided by the University of Sanctuary, through internal audits of existing activities. Co-ordinating efforts and gathering evidence in support of the application for University of Sanctuary.
2. Identify and implement opportunities to enhance existing sanctuary-related programs and ensure that the Sanctuary is properly understood across the institution and aligned to other relevant strategies.
3. Design, deliver, and evaluate engaging activities and workshops related to the Sanctuary movement, both on-campus and off-campus.
4. Organise and manage events, including workshops and information sessions tailored appropriately for various audiences.
5. Develop and deliver presentations to a range of audiences, including university leadership, staff, and external partners.
6. Act as the University point of contact for the Council for At-Risk Academics (CARA), the City of Sanctuary, and other relevant NGOs, developing mutually beneficial relations. Build and maintain relationships with external partners, including government departments and local authorities, to support sanctuary initiatives.
7. Provide information, advice, and guidance to students, staff, external partners, and other stakeholders regarding sanctuary-related activities. Enable colleagues across the University to deliver the University's Sanctuary agenda, ensuring appropriate platforms are provided to deliver and showcase this work.
8. Ensure high-quality service delivery to all project stakeholders. Work closely with senior colleagues within CESR to ensure that the Queen's CARA Fellowships for at-risk academics are fully supported and deployed across the University, ensuring both Professional Services and Faculties are fully involved.
9. Assist the placement of participants in sanctuary-related programs and track their engagement and progress. Act as the main point of contact for Queen's CARA Fellows during their time at the University.
10. Track and report on the progress and outcomes of the University Sanctuary Strategy. Review and monitor project objectives and standards, providing regular updates to senior management.
11. Ensure the effective management of the Sanctuary budget in accordance with university procedures.
12. Assign tasks and supervise support staff involved in sanctuary-related activities, ensuring work is completed to required standards and timescales.

13. Work closely with the Communications and Marketing team to disseminate information about sanctuary activities. Update and maintain the Path to Sanctuary webpage regularly ensuring that it provides an accurate reflection of activities across the University.
14. Contribute to the development of strategic plans across the Directorate in line with University priorities and key objectives. Representing the University at sanctuary-related events and conferences.
15. Act as the University of Sanctuary point of contact for institutional civic partners, ensuring appropriate levels of engagement, identifying opportunities for co-designed programmes, delivering shared objectives and raising opportunities/issues with the senior leadership team as appropriate.
16. Identify opportunities for collaborative external working on key aspects of Queen's University's sanctuary objectives – including (but not limited to) ensuring alignment between our work and that of the Russell Group, UUK, local authorities, the Programme for Government and other universities across these islands. Ensuring that good practice is shared and acted upon in relation to civic mission.

ESSENTIAL CRITERIA:

1. A Degree (or equivalent qualification) or substantial relevant experience.
2. Significant recent professional experience in a relevant external relations role, including demonstrably relevant experience in:
 - Effective networking, both internally and externally, with a demonstrable ability to give advice and guidance to internal and external stakeholders, build relationships and manage expectations.
 - Working collaboratively to organise, deliver and evaluate programmes to meet agreed targets.
 - Working in a support, advice or guidance capacity.
 - Event planning, delivery and evaluation, including facilitating workshops.
 - Delivering presentations to a range of audiences.
3. Relevant understanding and demonstrable experience of working with community/voluntary sector organisations.
4. Demonstrable evidence of a strong understanding of the Sanctuary movement and a deep commitment to promoting equity and inclusion.
5. Exceptional organisational skills with an eye for detail and ability to manage volume and a variety of demands simultaneously and working as part of a high functioning team.
6. Excellent verbal and written communications skills, including:
 - Confidence in giving presentations to a range of audiences.
 - Meeting tight deadlines quickly and effectively.
 - Report writing experience.
7. Ability to handle sensitive situations and manage complex work programmes.
8. Demonstrable capacity for long-term strategic thinking.
9. Evidence of ability to work unsupervised and proven ability to work under pressure on multiple priorities and to demanding timescales, planning and setting priorities for own work and monitoring progress against set objectives.
10. Willingness to work flexibly as required in accordance with the needs of the post.

DESIRABLE CRITERIA:

1. Relevant experience of Public Engagement work in an educational setting.
2. Knowledge of the Civic University agenda.
3. Experience of working with refugees or asylum seekers.
4. Experience of publishing social media posts and maintaining / updating websites.
5. Relevant budget management experience.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Federica Ferrieri - federica.ferrieri@qub.ac.uk