



Bristol City of Sanctuary

Director of Bristol City of Sanctuary (1177122)

Application Form

Please download the form, complete and return to bristol@cityofsanctuary.org or by post to Bristol City of Sanctuary, the Assisi Centre, Lawfords Gate, Bristol, BS5 0RE.

Deadline for applications: Wednesday 27th August (midnight)

Interviews will be held on Thursday 4th or Friday 5th September.

1. Employment History

Current or latest role	
Employer (name of organisation)	
Dates from - to	
Main responsibilities	
Reason for leaving	

Previous role	
Employer (name of organisation)	
Dates from - to	
Main responsibilities	



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Reason for leaving	

Previous role	
Employer (name of organisation)	
Dates from - to	
Main responsibilities	
Reason for leaving	

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Employer (name of organisation)	
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Reason for leaving	

2. Education, training and professional qualifications

Please include all secondary, further and higher education, as well as any professional training and qualifications that you consider relevant to this post. Please add more rows if needed.



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Year	Establishment	Qualification

3. Why are you applying for this job? (500 words maximum)

4. Knowledge, experience, skills and personal values

Please explain how you meet the person specification for this role, taking each point in turn and giving examples where you can. Use what space you need.

Essential criteria	Desirable criteria
Knowledge	
Strong knowledge or personal experience of the asylum system, current immigration policy and the intersectional barriers facing refugees and asylum seekers in the UK.	Knowledge of the voluntary sector in Bristol.
Understanding of charity governance and structures.	Knowledge of local government decision making structures.
Understanding of and commitment to upholding robust safeguarding practices, Equality, Diversity & Inclusion and anti-racism policies.	Knowledge of and commitment to migrants' rights to education, healthcare and access to arts, culture, places of worship and meaningful employment.



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Experience	
Experience of strategic leadership and operational management.	Experience of volunteer management.
Experience of managing a diverse staff team with the ability to foster a positive team culture.	Experience of championing the leadership of people with lived experience.
Experience of financial management, including setting budgets, developing fundraising strategies and generating income.	Experience of working with online systems for financial management.
Personal or professional experience of refugee support organisations.	Experience of close partnership working with other voluntary agencies.
	Experience of coordinating a public campaign and/or influencing decision makers.
Skills	
Strong written and verbal communication skills, including public speaking and workshop facilitation.	



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Good negotiation skills and ability to foster positive relationships with current and prospective donors.	
Excellent organisational skills, including the ability to manage multiple priorities and meet deadlines.	
Good IT skills, including collaborative platforms, digital marketing tools and excel.	
Values	
Commitment to BCoS' core values of respect, empowerment, connection, collaboration and equity.	
A positive can-do attitude and willingness to learn.	