



Schools of Sanctuary Project and Communications Manager

Background

Places of Sanctuary Ireland (PoSI) is a network of groups and communities which share the objective of promoting a culture of welcome and inclusion across every sphere and sector of society, especially for people seeking sanctuary. This culture of welcome and inclusion is vitally important in education.

Schools of Sanctuary (SoS) are schools that are committed to creating a safe, welcoming and inclusive environment that benefits everybody, especially families seeking sanctuary. These schools help students, staff, parents, and the wider community to understand what it means to be a refugee and to extend a welcome to everyone regardless of their status. Schools work through three core principles, Learn, Action and Share. <https://schools-ireland.cityofsanctuary.org/>

Schools of Sanctuary has grown rapidly in Ireland since 2019, and we are well positioned to upscale our innovative and refugee-centred programme in response to the recent influx of refugees from Ukraine and elsewhere. We are now expanding our dedicated and talented team to meet the growing demands. PoSI is seeking to recruit a programme manager with exceptional managerial, administration, strategic, reporting, systems and communication skills to provide a workable structure and strategy. PoSI is an equal opportunities employer and applications from people with lived experience of being a refugee or migrant in Ireland are very welcome.

Role Summary:

The Project and Communications Manager will work with the SoS team and PoSI Board to help develop and sharpen a working strategic plan for Schools of Sanctuary from 2022 to 2025. Focussing on data systems, website and print resources, social media, workshop and webinar materials, they will manage the updating and further development of these systems. They will work with the national team to develop robust communications systems and to establish a sustainable pattern of developing and delivering content for the website and social media platforms.

Key responsibilities:

1. Collaborate with the PoSI and SoS teams to develop a detailed strategy and operating model for the growth of Schools of Sanctuary.
2. Develop a sustainable and user-friendly database which can be used for communications with schools and other stakeholders.
3. Oversee and assist with communications, record-keeping and diary-planning for the team.
4. Work with the PoSI and COSUK to organise and oversee the development of a new website and email system.

5. Work with the SoS team to ensure a structured communication plan for all Schools and stakeholders and high-quality materials to promote and resource SoS nationally.
6. Help organise the logistics around local, regional and national events
7. Facilitate and record webinars and help create video and powerpoint resources
8. Produce and market a revised SoS handbook.
9. Liaise with the whole team and PoSI board to ensure an effective and enjoyable working environment with strong communication

Relevant skills and experience

- Knowledge of and empathy with the issues facing refugees, international protection applicants and other vulnerable migrants.
- Commitment to the values of Sanctuary particularly in relation to schools and education.
- Excellent team working, interpersonal and communication skills.
- Self-starter with the ability to combine creativity with attention to detail and technical know-how.
- Familiarity with data information systems, spreadsheets and project management software. Familiarity with web design and management, social media and managing webinars.
- Proven ability to build networks and link people and groups.
- Knowledge and experience of schools and the Irish education system.
- Effective communicator (written and oral) with strong influencing skills.

Further Details

This is a full-time role which should lend itself to remote working.

There will be limited travel required (1-3 days per month). This is a 3-year contract subject to funding and probationary period, with an annual salary of approximately €35,000-€40,0000.

To Apply

Please send a CV with a cover letter to schools@ireland.cityofsanctuary.org. Your cover letter should explain clearly why you are interested in this role, and why your background and skillset make you a suitable candidate.

Final date for receipt of applications: August 12th, 2022.

<https://ireland.cityofsanctuary.org/> <https://schools-ireland.cityofsanctuary.org/>