



Evesham Sanctuary Centre, 69 Bridge Street, Evesham, WR11 4SF
Tel: 07708 738918 Email: evwrinfo@gmail.com

Sanctuary Centre Facilities Officer Job Description

Job Title EVWR Sanctuary Facilities Officer (15 hours per week)			
Special Conditions	<ul style="list-style-type: none"> *Standard DBS required due to working with vulnerable groups *Working across Evesham, Pershore & surrounding villages *May be required to work some evenings and weekends in response to service demands *12 month contract in the first instance 	Additional Benefits	Casual Car User
Date: June 2026			

Job Purpose

The purpose of this role is:	<p>To manage the day to day running of The EVWR Sanctuary in Evesham to provide support and drop-in services for Asylum Seekers and Refugees in the town and surrounding area</p> <p>To provide support to the Co-ordinator, volunteers and Trustees of Evesham Vale Welcomes Refugees to ensure the smooth running of the Sanctuary, including arranging inductions for new users, managing volunteer rotas and ensuring and monitoring safe working practices on site.</p> <p>To manage the efficient usage of utilities and other services that support on-site provision, including some elements of financial management</p>
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	<p>Liaison with the landlord, WDC staff and local companies to ensure the building is maintained and cared for properly and that all necessary repairs are carried out</p> <p>To oversee the security and safety of all Sanctuary users and ensure adherence to all legal requirements under Health and Safety legislation.</p>
The postholder reports to:	Coordinator, Evesham Vale Welcomes Refugees
The postholder works with and supports:	Volunteers of Evesham Vale Welcomes Refugees

Key Accountabilities (All accountabilities will be carried out in line with the Charity's policies, procedures and relevant regulations and legislation)	
1	Post holder will be responsible for engaging with multiple partners including; volunteers, asylum seekers and refugees, utility and service providers, WDC colleagues and others
2	To assist in the management of The Sanctuary Hub in Evesham, including supporting volunteers, managing donations and arranging inductions to the building for new volunteers and arrivals.
3	To work closely with partners from Wychavon District Council's Communities Team and provide updates on funding/expenditure as required
4	Ensure a working knowledge of relevant legislation, including the Immigration and Asylum Act 1999 and relevant Health & Safety legislation
5	To deal with enquiries from service users and partners (by telephone, email, correspondence and personal visits where appropriate)
6	To maintain a good understanding of policies and procedures for ensuring the safe use of the Sanctuary for all volunteers and visitors, including the preparation and updating of risk assessments, and ensuring adherence.
7	To assist in the preparation of reports and funding applications
8	To work in partnership with the EVWR Casework Administration Officer to ensure that services provided to service users are managed efficiently and without loss of continuity

KEY REQUIREMENTS

Qualifications (or knowledge and experience at an equivalent level)	Essential	Desirable
A good level of literacy skills with a– GCSE <u>or equivalent</u> qualification in English and Maths.	E	
Computer skills: Microsoft Windows Packages and database applications	E	
Previous knowledge of UK Health and Safety legislation (training will be made available)		D

Experience	Essential	Desirable
Previous experience working with refugees or in a similar related field	E	
Experience of communication with external providers and services	E	
Lived experience of the immigration process		D

Skills Required	Essential	Desirable
Working knowledge of Immigration Legislation and Guidance.	E	
Strong customer focus with the ability to treat service users with respect, adapting own behaviour to communicate with the service user in a way that suits service users' needs.	E	
Planning and prioritising own workload to meet deadlines – experience of working in a professional organisation and a track record of being self-motivated.	E	
The postholder may be required to travel across the district to attend meetings and appointments.	E	

Behaviours	Essential	Desirable
Encourage the close working of the team and be tactful and diplomatic in all situations.	E	
Ability to work with others across a variety of professional disciplines and maintain positive working relationships.		D

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.