

Network Liaison Volunteer

Role Description and Specification



"Help shape a Swansea where everyone feels at home."

Our liaisons are the backbone of our network in Swansea. They make sure that the welcome movement we are building keeps in touch and stays co-ordinated.

By acting as a liaison, you will be responsible for maintaining regular contact with one or more local organisations, making sure they stay up to date wider sanctuary network, keeping us at the forefront of their minds, and helping us find ways to work together across the city.

About Swansea City of Sanctuary

Welcome to SCoS and thank you for considering becoming a Network Liaison volunteer.

We are a network of people and organisations in Swansea working together to promote a culture of welcome for all, especially refugees and asylum seekers rebuilding their lives here. We are part of the wider movement organised by City of Sanctuary UK.

Many of our members and supporters volunteer with us to make Swansea as welcoming as can be. We host regular co-ordination and networking meetings to:

- promote dialogue between organisations
- Develop shared messages to influence local policy and culture
- Platform the voices and experiences of local refugees.

One of our main activities is making Sanctuary Awards. This is supported by City of Sanctuary UK, and is designed to support organisations to:

- Learn about asylum and refugee issues
- Embed a culture of welcome
- Share their learning and practice

Swansea has a number of award holders, including schools, universities, museums, and community organisations.

Encouraging organisations to apply for an award and supporting those who already have one to stay active is a key part of our work. Many award holders are well-placed to contribute to community cohesion activity, and strengthening these connections is an important opportunity for SCoS.

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About the Network Liaison Role

Network Liaisons help us stay connected to our network of member organisations (currently around 20 and growing).

Each Liaison will usually be linked with a small number of organisations and will act as a friendly point of contact. The focus of the role is maintaining relationships and keeping communication flowing in both directions.

Liaisons are encouraged to work as part of a team, sharing updates, supporting one another, and helping ensure the network stays informed and active.

Liaison role description

As a Network Liaison, you will:

- Build and maintain a friendly relationship with one or more local organisations
- Check in regularly (approximately once a month, ideally in person where possible)
- Share updates about Swansea City of Sanctuary and upcoming opportunities
- Find out what the organisation is doing, and feed this back to the wider team
- Encourage organisations to take part in network activities and events (e.g. SAFE – Swansea Asylum Friendship Events)
- Share relevant information that could contribute to newsletters, social media or joint activities
- Stay in touch with other Liaisons to keep up to date and aligned

As the role develops, there may also be opportunities to:

- Help identify and welcome new organisations into the network
- Encourage collaboration between groups
- Represent SCoS at events or meetings

As an additional responsibility, there may be opportunity to specifically work with Sanctuary Award holders.

In this case, you may:

- Support organisations to continue working in line with the **Learn, Embed, Share** principles
- Help identify when awards are due for renewal
- Feed back to SCoS when support or review is needed
- Contribute to or support award renewal processes

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What we are looking for

You don't need formal experience. This is a people-focused role.

We are looking for volunteers who are:

- Friendly and approachable
- Comfortable talking to new people (in person, by phone, or by email)
- Reliable and able to stay in regular contact
- Interested in community work and building connections

We would especially welcome:

- People with lived experience of seeking sanctuary
- People interested in developing skills in networking, communication or community engagement

Time Commitment

As a voluntary role, this post is flexible and open-ended. We suggest around 2-3 hours per month for each organisation you liaise with, which will involve time checking in with organisations and time to connect and share with other SCoS volunteers.

Support and Development

We aim to keep this role supportive and manageable. Volunteers will have access to:

- A simple introduction to the role
- Regular opportunities to connect with other volunteers
- Access to training opportunities, including:
 - Befriending training
 - Speak Up for Sanctuary training

This role offers opportunities to build confidence and develop skills in communication, outreach and community engagement.

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Benefits of volunteering with Swansea City of Sanctuary

All volunteers are entitled to claim reasonable travel and subsistence expenses in carrying out their duties. This includes travel to and from meetings and food/refreshments at evening or weekend events.

Equality and Diversity Statement

As a group that promotes welcome, we are committed to promoting an inclusive environment in which anyone who shares our values is welcome (see [our EDI policy](#)).

We especially welcome enquiries and applications from people who have lived experience of seeking sanctuary. It is important to us that the charity is and remains led by people who have sought sanctuary in the UK and especially in Swansea.

Express your interest

If you'd like to get involved or find out more, we'd love to hear from you.

Please contact us at swansea@cityofsanctuary.org

You don't need to have everything figured out - we're happy to have an informal conversation about the role and how it might fit around you.