

ICOS is a registered charity number 1186618



## **Time to Shine Leader / Fundraising and Communications Specialist**

**Employer:** International Community Organisation of Sunderland (ICOS)

**Charity Number:** 1186618

**Contract:** 12-Month Fixed Term (Rank Foundation Time to Shine Placement) **Salary:** £24,479 per year (Real Living Wage)

**Hours:** 35 hours per week

**Start Date:** 01 April 2026

**Location:** Office-based in Sunderland (14 Foyle Street, SR1 1LE)

*International Community of Sunderland (ICOS) is seeking to employ an enthusiastic and proactive Finance Assistant to ensure successful delivery of our finance functions.*

**We offer:**

- Flexible hours to be agreed with you
- Opportunities to grow and training
- Working as part of a friendly and supportive team
- Access to free counselling
- Paid breaks
- A progressive holiday package, with the number of paid holiday per year increasing with the services, up to 33 days/year
- We are a Living Wage Employer. Your salary will increase every year, at least with line with the living wage, as set as the Living Wage Foundation

### **1. About ICOS**

ICOS is a registered charity number 1186618

ICOS is a peer-led "for-and-by" charity supporting migrants, refugees, and asylum seekers in Sunderland. Our team and board are 100% from BME backgrounds and include individuals born in Poland, Nigeria, Ghana, Syria, and Zimbabwe.

We provide holistic support to over 600 people annually through advice on housing, benefits, and employability, while engaging 1,500 others in community activities. Our mission is to advocate for rights and create opportunities, ensuring Sunderland remains a welcoming place.

## 2. About the Time to Shine Leadership Programme

This role is funded by the Rank Foundation and is designed for individuals who are currently **unemployed or underemployed** to develop leadership talent within the charity sector.

- **Training:** 15% of your time is dedicated to structured leadership development away from the workplace.
- **Mandatory Events:** You must attend all Rank Foundation residentials, including a 3-day Launch Conference (April 2026), a Midway Conference (September 2026), and a Next Steps Conference (January 2027) .
- **Support:** Travel, accommodation, and food costs for these events are covered.

More information: <https://rankfoundation.com/our-approach/leadership/time-to-shine/>

## 3. Role Purpose

Following a 2025 strategic review, ICOS identified a need for enhanced communications to combat rising anti-migrant sentiment and secure the charity's financial future following the loss of EU funding. You will lead a 12-month project to create and implement a digital strategy that increases ICOS's visibility to clients, donors, and "by-invitation-only" grant makers.

- Email us at: [office@icos.org.uk](mailto:office@icos.org.uk)
- Download details from our website at <https://icos.org.uk/join-our-team/>

**For more information and to request an application pack please contact:** [office@icos.org.uk](mailto:office@icos.org.uk)

- **Completed applications together with a CV can be sent by email to Michal Chantkowski, Manager at [michal@icos.org.uk](mailto:michal@icos.org.uk)**

**Schedule:**

**Application deadline: 02/03/2026** **No applications will be accepted after this point.**

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**Scoring/ initial results- by 02/03/2026 – 06/03/2026**

**Interviews will be held on 11/03/2026**

**Role commences: 01/04/2026**



**This project has been generously funded by the Rank Foundation through the Time to Shine scheme**