

Chief Executive Officer

Recruitment Pack

November 2022



Thank you for expressing an interest in the post of Chief Executive Officer.

**The Organisation**

Bristol Refugee Rights opened its doors in April 2006 with the aim of upholding and championing the human rights of asylum seekers and refugees. For the last 16 years, we have offered a full range of services including a social space, destitution support, English classes and Advice. We have regularly welcomed hundreds of people seeking asylum and new refugees from up to 60 different countries.

**The Role**

Reporting to, and working closely with, the Chair of the Board of Trustees, the Chief Executive Officer will provide leadership and direction to Bristol Refugee Rights in the development and achievement of its vision, mission, and values. Further information on the work, vision, mission and values of BRR is below and on our website.

The post holder will be the lead senior executive with overall responsibility for the operation of the organisation. Working closely with the Chair of the Board of Trustees, the Chief Executive Officer will:

* Champion the rights of people seeking asylum and refugees and develop BRR as an organisation which values empowerment and lived experience leadership
* Promote and develop the whole organisation in terms of size, turnover, impact and service areas
* Be ultimately responsible for income generation and turnover
* Lead on partnership development and collaborative fundraising
* Ensure cash flow and expenditure are in line with income
* Represent the organisation, locally, regionally, nationally and internationally – both as key speaker and as delegate
* To be an ambassador and representative for Bristol Refugee Rights

**Responsibilities include:**

* Long Term Planning & Sustainability
* Partnerships and Policy Development
* Financial Management
* People Management

**About You**

As Chief Executive, you will be able to demonstrate experience and knowledge in leading non-for-profit organisations successfully.

You will have experience of:

* Minimum of three years’ experience of leading teams in the not-for-profit sector
* Substantial experience of business and strategic planning, with an ability to track performance against objectives and deliver results.
* Developing and fostering close working relationships with a Board of Directors or Trustees, in particular the Chair of the Board
* Human resource management, including recruitment, succession planning and workforce development
* Successful delivery of bids
* A good understanding of local government and voluntary sector infrastructure and the statutory and legal requirements for voluntary sector organisations, including charity law and governance
* Income generation and maximisation
* Strategic and day to day financial management

You may also have experience in areas such as CEO, Chief Exec, Chief Executive, Director, Head of, Senior Executive, Managing Director, MD, Manager, Board Member, Chair of the Board, CFO, COO, Community Support.

People of refugee background or with lived experience of seeking asylum are strongly encouraged to apply. Applications are welcomed from all sectors of the community currently under-represented in our workforce

Successful candidates must have the right to work in the UK. This post will be subject to an enhanced DBS check with child and adult barred list checks.

Applicants who are of asylum seeking background can get support in their application from Experts by Experience (EbE) Employment Initiative at [https://www.ebeemployment.org.uk/](https://www.ebeemployment.org.uk/%20)

**Please send your CV and a covering letter of no more than 500 words outlining how you meet the person specification for this role and why you have applied to** [**info@rootshr.org.uk**](file:///G%3A%5CMy%20Drive%5C_BRR_SHARED_FILES%5CShared%20Files%5CHuman%20Resources%5CRecruitment%5CRecruitment%20Pack%5Cinfo%40rootshr.org.uk) **by the closing date of midnight, Monday 12th December 2022.**

**Bristol Refugee Rights’ Aims and Ways of Working**



**We work in partnership with others to combat poverty and destitution and to promote social and legal justice:**
We will use an EARLY ACTION approach to working with asylum seekers, refugees and migrants; we will focus on preventing and de-escalating crises through the provision of good quality, early advice, support and information using methods which build resilience, support networks and well-being; as an organisation we will provide stability and strive for sustainability.

**We empower people; promote inclusion and equality of opportunity through the breaking down of societal barriers:**
We will **EMPOWER** asylum seekers, refugees and migrants by giving them information and confidence to access their rights and entitlements and to build their lives; asylum seekers, refugees and migrants will have opportunities to develop and share their talents; we will provide support for them to learn and develop personal and professional transferable skills through a range of opportunities both within and outside of the organisation.

**We ensure the rights and entitlements of asylum seekers, refugees and migrants are respected:**We use **ADVOCACY** to challenge injustice for individuals, and for all asylum seekers, refugees and migrants; members will receive high quality and timely advice aimed at achieving their rights and entitlements and a fair outcome; we will lead and support campaigns for better treatment and for a fairer society; we will never accept the status quo.

**Bristol Refugee Rights Values**

* ***Respect:***We are committed to equality and treating everyone fairly.
* ***Shared humanity:***We are all human beings; we are all global citizens.
* ***Integrity:***We have strong moral principles and act in the interests of people we work with.
* ***Collaboration:***We build, support and encourage partnerships between individuals, teams and organisations*.*
* ***Empowerment:***We encourage people to be stronger, more confident and to claim their rights.
* ***Innovation:***We are adaptable, respond to the changing world around us and strive to be the best we can.

**BRISTOL REFUGEE RIGHTS**

**CHIEF EXECUTIVE OFFICER - JOB DESCRIPTION**

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| **Hours of Work**: | 37 hours per week  |
| **Salary:**  | PO5/SCP 38-41: £44,539-£47,573 per year |
| **Place of Work:**  | Wellspring Settlement, Bristol (with occasional home working) |
| **Responsible to:** | Chair of the Board of Trustees |
| **Responsible for:**  | Senior Management TeamFinance ManagerBristol Refugee and Asylum Seeker Partnership (BRASP) Manager |

**JOB DESCRIPTION**

Working closely with the Chair of the Board of Trustees, the Chief Executive will:

* Provide leadership and direction to the organisation in the development and achievement of its vision, mission and values
* Take overall responsibility for implementing the agreed strategies and achieving the business plans of the organisation, by effectively managing and developing the resources available to the organisation
* Represent the organisation externally by promoting the services and values

The post holder will be the lead senior executive with overall responsibility for the operation of Bristol Refugee Rights (BRR).

**Responsibilities:**

**Governance & Organisational Leadership**

1. To work with the Board of Trustees to provide dynamic, innovative and collaborative leadership and manage the organisation in line with its vision and values.
2. To lead the development and achievement of BRR’s strategic plan.
3. To lead, line manage and work collaboratively with the Senior Management Team, Finance Manager and BRASP Manager; and to work with Service Managers to enable the organisation to achieve its goals.
4. To oversee HR and premises functions of the organisation, including ensuring appropriate management of all staff and volunteers, and providing effective line management to direct reports.
5. To support BRR’s Board of Trustees, ensuring that they maintain a clear strategic vision in line with BRR’s charitable objects; to work with the BRR Chair of Trustees to ensure the functioning of the Board and that the organisation discharges it statutory, constitutional, regulatory and legal obligations, and delivers public benefit.
6. To take appropriate steps to mitigate and manage risks that could impact significantly on the organisation including ensuring appropriate and effective policies, procedures and processes are in place which enable positive people and service management.
7. Ensure that the decisions made and policies approved by the Board are implemented within the organisation
8. Provide regular and accurate management information to the Board, relevant to the discharge of the Board’s responsibilities, guiding and supporting them as appropriate
9. To have overall responsibility for safeguarding and health & safety within the relevant legislative and BRR policy frameworks.

**Advocacy & Influencing**

1. To be an ambassador and representative for BRR, refugee services, people seeking asylum or with insecure immigration status locally and beyond.
2. To oversee external communications and influencing strategy, including the production of an Annual Impact Report.
3. To build and maintain partnerships and relationships which enable BRR’s impact and sustainability, including the BRASP.
4. To keep up to date with relevant legislation, policies and practices; participate in networks and advise staff and Board on the external environment, opportunities and threats.
5. To ensure BRR continues to develop lived experience participation and leadership and steer the organisation to ensure accountability to the individuals and communities it serves.

**Finance and Fundraising**

1. To oversee, guide and support the finance, income generation and income diversification functions to ensure BRR’s financial sustainability.
2. To lead on multi-year and partnership fundraising.
3. Working with the Finance Manager, to manage income and expenditure in line with the agreed budget and ensure commitments to funders are met.

**Quality service provision**

1. To maintain an overview of services and the changing needs of members (service users), supporting services to be impactful, equitable and inclusive.
2. To ensure quality assurance and impact measurement processes are in place and that services are regularly evaluated.

**People Management**

1. Promote a positive and healthy working environment, demonstrating leadership through personal example
2. Enable a working environment in which staff and volunteers achieve role satisfaction and which encourages personal/professional development
3. Maintain an organisational culture that fosters communication and collaborative working relationships across the organisation and with stakeholders and the wider community
4. Ensure that the staffing structures and resources meet the changing needs of the organisation, developing succession planning strategies for key roles
5. Ensure the effective performance of the Senior Management Team through best practice recruitment and selection, development and review and ongoing leadership and line management

**Other Duties**

* Encourage and lead on the involvement of a diverse range of members and volunteers in all relevant aspects of planning and running Bristol Refugee Rights.
* Lead on and support where appropriate BRR’s social policy and campaigning work.
* To network specifically within the social sector to inform of developments and emerging best practice
* To be familiar with and uphold of all BRR’s policies and procedures including Health and Safety and Equity, Diversity and Inclusion
* Work within the wider staff team of BRR, arrange and attend appropriate meetings, lead on and contribute to good communications between staff, volunteers and members and participate in training opportunities appropriate to the post.
* Uphold Bristol Refugee Rights organisation’s vision, mission and values through words and actions
* To undertake continuous professional development / professional training / learning opportunities in line with the needs of the post and resources available
* Carry out additional duties in consultation with the Board of Trustees as are consistent with the responsibilities of the post. Regular evening and occasional weekend working will be required by prior arrangement.

**Bristol Refugee Rights - CEO**

**Person Specification**

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|  |  | **Criteria** |
| **Essential Experience** | 1 | Successful track record of strong performance in strategic voluntary sector role at either CEO or senior management level |
| 2 | Proven ability to inspire, motivate and empower staff, volunteers and members (service users) |
| 3 | Experience of creating and delivering organisational strategies, business plans and translating them into effective delivery and outcomes |
| 4 | Experience of acting as a credible ambassador/representative of an organisation |
| 5 | Significant experience of financial management including budget setting and monitoring, fund-raising and income generation in line with organisations objectives and values |
| 6 | Experience of developing effective and enduring relationships, partnerships and networks |
| 7 | Experience of working positively and inclusively with groups that are marginalised |
| 8 | Experience of monitoring outcomes and reporting on impact of service delivery |
| 9 | Experience of planning and leading organisational change, including managing and assessing risk |
| **Essential Skills** | 10 | Communication and presentation skills and the ability to represent the organisation externally at all levels, including working with the media |
| 11 | Ability to negotiate and work through consultative and democratic processes |
| 12 | Ability to foster good relations both within the organisation and between BRR and local communities  |
| 13 | Excellent organisational skills, including planning, prioritisation including working to deadlines |
| 14 | Demonstrable commitment to being user led |
| 15 | Ability to successfully work with a Board of Trustees to create and convey a clear visions and strategy |
| **Essential Knowledge** | 16 | A demonstrable commitment to equity, diversity, inclusion and justice and to the values of BRR |
| 17 | A good understanding of local government and voluntary sector infrastructure and the statutory and legal requirements for voluntary sector organisations, including charity law and governance |
| 18 | Knowledge of employment legislation and human resources good practice |
| 19 | Knowledge of safeguarding (including health and safety) legislation and good practice |
| **Desirable** | 20 | Lived experience of seeking sanctuary |
| 21 | Understanding of human rights and asylum legislation and policy, and knowledge of services available for asylum seekers and refugees |
| 22 | Qualification in Leadership and/or Management |
| 23 | Experience of enabling and championing lived experience leadership |

