Programme manager – Maternity Leave cover (one year)

About Refugee Futures (Registered Charity: 1159508)

Refugee Futures enables refugees and people seeking asylum to flourish in Stockton on Tees. We deliver projects and work with other partners to offer welcome and orientation upon arrival and provide volunteering and training opportunities. For more information about the work that we do please visit our website www.refugeefutures.org.

About the role

This is an opportunity to play an influential role in a relatively new and developing organisation for up to one year, working with a committed and dynamic core staff group, board of trustees and a wider team, including volunteers and sessional staff with lived experience of the asylum and immigration system. The role has 3 key strands (see detailed job description below):

- Managing volunteers, project and sessional staff who are developing and delivering activities including welcome and orientation services and volunteering opportunities.
- Developing and maintaining collaborations and partnerships which underpin our role and approach to development and delivery.
- Project management ensuring clear project plans and goals, effective delivery and management and reporting on impact and use of project funds.

What we are looking for

We are taking a flexible approach and are open to applications from people able to fulfil some parts, or all the role and who:

- Share a commitment to our vision and mission.
- Have sufficient knowledge and experience to manage the work with minimal induction (although ideally there will be 4-week handover period).
- Are committed to working inclusively, to support and coach the team to perform well and achieve their potential, in particular people with lived experience who may be at an early stage of working as a volunteer or sessional staff member in the UK.
- Have demonstrable experience in project management and development including agreeing, implementing and managing project plans and budgets.
- Are clear thinkers and action oriented.
- Have expertise in at least some areas of current activity and development:
  - ✓ volunteering; learning and skills and work-based placements
  - ✓ Signposting advice and support
  - ✓ Group facilitation and asset-based community development
  - ✓ partnerships between the public and/or private (for profit) sectors and voluntary and community organisations
  - ✓ developing ways of evidencing the difference we make to people's lives and the broader community.

We hope the person/people we appoint will bring new expertise and fresh ideas to the organisation. There may be an ongoing role in Refugee Futures, depending on the pace of development and our ability to raise further funds. The role – or parts of it - may suit someone seeking a secondment from their current employer.

Responsible to: Executive Director

Hours: Full time 37 hours per week, but we are open to flexible arrangements

Salary package: £35,903 plus 5% employer's contribution to pension scheme

Contract: Temporary contract for one year

Location: Catalyst House, Yarm Road, Stockton-On-Tees. Some working from home is possible within reason.

To Apply

Please submit a CV together with a short letter (maximum 2 pages) specifying whether you are interested in part time or full-time work for the whole role or parts of it and demonstrating what relevant skills and experience you would bring. Please send your documents to Claire.paxton@refugeefutures.org.

Deadline: 5pm Monday 29th July 2024. Applicants will be notified if they have an interview by Thursday 1st August 2024.

Interviews: Week commencing 5th August 2024.

We hope to make a decision and inform the successful applicant by Monday 12th August. Ideally, we'd like a 4 week overlap period starting by mid-September.

We appreciate that the recruitment process is taking place during the summer holidays and this may affect people's availability. Please let us know in your application letter if you are unable to attend our scheduled interview dates. We will try to be as flexible as possible and discuss with you whether an online interview might work or an alternative interview date.

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any during your application. If there are additional options you'd like to request please contact Claire Paxton at Claire.paxton@refugeefutures.org. We also offer reasonable adjustments on the job.

More information

If you are interested in applying but have some questions about the role, please contact Heather Petch, our executive director, via email at heather.petch@refugeefutures.org or phone 07549 413492.

Programme manager – Job description and person specification

Job purpose

1. To lead the development and delivery of programme activity of Refugee Futures, working with trustees, the team and partners to implement its vision through our projects and volunteering activity.

2. To manage the programme team including staff leading and coordinating project activity, sessional staff and volunteers.

3. To ensure efficient management of funds for programme activity, including reporting on use of funds, and participate in income generation for effective delivery.

4. To ensure all projects are risk assessed and risks are managed in accordance with relevant policies.

5. To have overall responsibility organisationally for volunteer management.

6. To lead on training and development, including of staff, volunteers and people participating in the whole range of Refugee Futures' activities.

7. To play a leading role in the development and sustainment of partnerships [the public and voluntary (not for profit) sectors] which enable and support delivery of our projects and volunteering work.

8. To ensure our approach to safeguarding is robust and appropriate and to be the designated safeguarding lead in the team.

9. To lead in ensuring that our delivery lives up to our mission and values in particular in a proactive approach to our Equality, Equity, Diversity and Inclusion (EEDI) policy and in ensuring that that our delivery is influenced by people with lived experience.

Duties & Responsibilities:

- Implementing projects and volunteering activities in line with Refugee Futures' 'Vision' and 'Strategic Plan' working with the team and partners.
- Developing and leading on implementation of a monitoring and evaluation approach which demonstrates Refugee Futures' impact and in is line with funder requirements.
- Preparing reports for trustees and partners to inform them of progress on our programme plans and to demonstrate that we are fulfilling our commitments and obligations in how we deliver, in particular safeguarding and EEDI.

- Leading and line managing programmes related team members supporting them with regular supervision and appraisals to facilitate their work and development, including through appropriate training.
- Ensuring that programme budgets are well managed in line with requirements of funders and the organisation and leading on reporting to funders on use of project funds.
- Contributing to fundraising work, including preparing applications in line with the fundraising strategy, preparing reports for funders and developing and maintaining relationships with funder/partners.
- Ensure effective communications for programme activity in line with Refugee Futures' communications strategy and funder requirements/expectations.
- Undertake other relevant duties as agreed with the executive director

Person specification and Key Competencies

The ideal candidate will need to demonstrate that they have:

- Experience of supporting and enabling people challenged by risks and vulnerabilities to develop the skills and knowledge to overcome these and flourish in Stockton/the UK.
- Experience of programme and project development.
- Experience of programme and project management including budgets.
- Experience of working with a diverse team.
- Experience of budget setting and management.
- People management experience. Including paid staff and volunteers.
- An aptitude for, and/or experience of, networking and communicating with a wide variety of stakeholders.

The following key competencies will be required:

- An effective manager who has the ability to support and develop a diverse team of staff, sessional staff and volunteers.
- Excellent interpersonal skills, enabling good relationships to be established and maintained with colleagues including trustees, partners, and other stakeholders.
- A good level of written and spoken English.
- The ability to work creatively and flexibly in a diverse range of situations and with a wide variety of people and organisations.
- An ability to manage competing priorities and a challenging workload.
- Self-motivated, used to working alone without the need for constant support/direction.
- An effective team player, able to foster new partnerships, work collaboratively across boundaries and evoke high levels of commitment and performance from others.