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**National Director required**

A dynamic director is required to lead a growing and ambitious charity through a period of transition to become a strategic national network. NACCOM was established in 2006 to support organisations that provide asylum seekers, refugees, and other migrants with housing and other assistance to prevent their destitution. The network has grown to represent 50 member organisations housing over 1,700 people last year. Having reviewed our vision and strategy the Board of Trustees and existing staff have agreed plans to; increase our support to strengthen and maximise existing members impact, encourage further growth in capacity within the network by attracting new members to join/start up, and develop an advocacy and campaigning strategy working in partnership with others to reduce the effects of destitution.

The National Director will be responsible for delivering and developing our vision and strategy, building on the transition that the organisation has already undergone. They will add strategic leadership, additional capacity and support to the staff team of two people and Board of Trustees. We are looking for someone; with a passion for social justice, with excellent organisational and communication skills with a wide variety of stakeholders; and who can see the big picture as well as having an attention to detail. They will lead by example and be committed to supporting other organisations reach their full potential, representing a growing sector to influence policy and opinion formers for the benefit of destitute asylum seekers, refugees and other migrants.

This is an exciting role for an ambitious and tenacious individual who wants to shape the future development of the organisation, to make a big difference to the lives of increasing numbers of vulnerable people and those that support them.

For a copy of our latest impact report including a summary of our 2020 Vision and Strategy:

<https://naccom.org.uk/wp-content/uploads/2011/08/NACCOM-AnnualReport_2016-12-06_email.pdf>

**Application deadline is 9am Monday 21st August 2017.** Only completed applications will be assessed (no CV’s please) and must to be emailed to [office@naccom.org.uk](mailto:office@naccom.org.uk)



NACCOM is a registered charity in England and Wales Registration No.1162434

****The National Director’s post is funded by;

****



**Job Description – National Director**

**Responsible to:** Board of Trustees (primarily Chair and Treasurer)

**Organisational Context:** *NACCOM is committed to bringing an end to destitution amongst asylum seekers, refugees and migrants with no recourse to public funds living in the UK.* NACCOM exists to promote best practice in and support the establishment of accommodation projects that *reduce destitution amongst asylum seekers. In addition, they may also support migrants with no recourse to public funds (NRPF) and / or refugees facing barriers to accessing affordable housing.*

It does this by:

* *providing networking opportunities to encourage, empower and connect members*
* *sharing knowledge and promoting best practice to provide pathways out of destitution*
* *working with others (including those with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system*
* *gathering and disseminating data on the scale of destitution and positive outcomes achieved by members*

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| **Job purpose:** | 1. To lead the work of NACCOM, working with its Trustees, Staff, Members to implement its vision to end destitution amongst asylum seekers, refugees and migrants with no recourse to public funds in the UK; 2. To be responsible for the implementation of strategy, management and administration of the organisation, including its fundraising and finances; 3. To work with the Trustee Board to develop and review strategy, and fulfil its governance functions ensuring that it receives appropriate advice and information on all relevant matters; 4. To promote NACCOM and grow its membership and influence. |

**Hours:** 37.5 hours per week

**Salary:** £39,177 p.a. + 6% pension

**Contract:** Permanent following a 6 month probation period

**Location:** Home based or hosted within an office environment by agreement with regular travel requirements UK wide

**Duties & Responsibilities:**

* Developing and implementing NACCOM’s ‘Vision’ and ‘Strategic Plan’ working with trustees, staff, members, and partners.
* Lead and line manage staff, supporting them with regular supervision and appraisals to facilitate their work and development, including through appropriate training.
* Oversee the management of NACCOM’s finances together with the treasurer and finance administrator, including management accounts, audit preparation/financial reporting, to ensure that NACCOM remains financially healthy and complies with its legal obligations and good practice.
* Lead and deliver NACCOM’s fundraising work, including building relationships with grant making trusts, donors and supporters, reporting on the use of funds given.
* Work with staff, members and partners to identify and promote best practice in the delivery of supported accommodation for destitute asylum seekers, refugees and other migrants.
* Develop, oversee and support the implementation of NACCOM’s advocacy and campaign strategy. This will include representing NACCOM locally and nationally; in the media, by meeting politicians, policy makers and other influencers.
* Consult members and other stakeholders on the establishment of a new system of monitoring and collecting data from the network recording key outcomes/outputs of members work and the effects of destitution. Work with consultants/staff to oversee the implementation of this system.
* Provide the Board of Trustees, and other stakeholders with timely, clear and comprehensive reports so they can monitor and evaluate NACCOM’s performance and governance.
* Promote NACCOM’s work to its members and externally. Develop NACCOM’s links with a wide variety of stakeholders and be the focal point for external enquiries about NACCOM’s work.
* Oversee the organisation of the Annual Conference and other events as appropriate and the production of the annual impact report.
* Undertake other relevant duties as agreed with the Chair and the Board of Trustees

**Person specification and Key Competencies**

The ideal candidate will need to demonstrate that he or she is/has;

* An understanding of the issues faced by asylum seekers, refugees and migrants in the UK with No Recourse to Public Funds (NRPF), particularly destitution.
* Experience of supporting and/or housing vulnerable people, identifying, and developing best practice, particularly from within the voluntary sector.
* Experience of strategic planning and implementation working with a diverse Board of Trustees.
* Proven success in raising funds from a variety of sources, including from trusts and foundations, as well as delivering and reporting on agreed outcomes and the evaluation of services.
* Management experience, including the management of staff, budgets, projects and volunteers.
* An aptitude for, and/or experience of, campaigning / advocacy as well as working with the media.

The following key competencies will be required;

* A leader and effective manager who is dynamic, persuasive, and able to meet both the operational and strategic demands of the role
* An ability to manage competing priorities and a challenging workload.
* Excellent interpersonal skills, enabling good relationships to be established and maintained with Trustees, colleagues, members, and other stakeholders.
* An excellent communicator with a high level of written and spoken English.
* A persuasive speaker, capable of positively influencing a wide range of audiences.
* Good networker with the ability to foster new partnerships, nurture and maintain existing ones and work collaboratively across boundaries.
* The ability to work creatively and flexibly in a diverse range of situations and with a wide variety of people and organisations.
* Self-motivated, resilient, and able to work without the need for constant support/direction.
* An excellent role model and team player, able to engender an environment of mutual trust and respect.

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| Job Application Form – National Director |

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| **Closing Date:** | 9am Mon 21st Aug 2017 | **Interview Date:** | Wed 6th Sept 2017 |

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| **THE INFORMATION YOU SUPPLY WILL BE TREATED IN CONFIDENCE AND NOT SEEN BY THOSE ASSESSING YOUR APPLICATION** |

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| Section 1 Personal details |

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| **Last Name:** |  | **First Name:** |  |

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| **Address:** |  |
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| **Postcode:** |  |

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| **Contact Telephone Number:** |  |

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| **Mobile Telephone Number:** |  |

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| **E-mail address:** |  |

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| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | **Yes** |  | **No** |  |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| **Section 2 Recruitment Monitoring Form** |

NACCOM is committed to ensuring that access to its opportunities for employment and volunteering is available to all sectors of the community and opposes all forms of discrimination. To do this, and to monitor the effectiveness of its equal opportunities policy and practice, the organisation needs relevant information about its applicants.Therefore, we would be very grateful if you would complete this form. Please note:

- the information you give is strictly confidential and will not influence your application

- the completion of the form or any part of it is entirely voluntary

- the questions are entirely about how you classify yourself

**A.** Where did you first hear about this post? The Guardian Website Charity Job Website

NACCOM news email Another organisation …………………………………….

Social media Other ………………………………………...................

**B.** What sex are you?  Male  Female

**C.** How would you describe your racial group?

 White/ British  White/ Irish  White/ European

 White/ Other  White/ Mixed Parentage  Black/ West Indian

 Black/ African  Black/ British  Black/ Other

 Black/ Mixed Parentage  Asian/ Pakistani  Asian/ Indian

 Asian/ West Indian  Asian/ British  Asian/ Sri Lankan

 Asian/ Chinese  Asian/ Bangladeshi  Asian/ Vietnamese

 Asian/ Other  Asian/ Mixed Parentage  Turkish Cypriot

 Greek Cypriot Cypriot / Other  Other

 Do not wish to answer

If you think of yourself as being of other origin, please specify:

**D.** Do you consider yourself to have a disability?  Yes  No

**E.** What is your age bracket?

 Under 16  16-25  26-35  36-45  46-55  56-65  Over 65

**F.** Are you:  Employed (Full-time)  Employed (Part-time)  Unemployed

 Retired  Student

# THANK YOU FOR COMPLETING THIS FORM

**For Office Use Only:** Candidate number:

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| Section 3 Current or Most Recent Employment |

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| **Name of Employer:** |  |

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| **Address:** |  |
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| **Postcode:** |  |

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| **Post Title:** |  |

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| **Start date:** |  |

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| **Brief description of duties:** |
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| **Period of Notice (if applicable):** |  |

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| **Leaving Date (if applicable):** |  |

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| **Reason for leaving (if applicable):** |  |

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| £      per annum pro rata (if applicable) |

**Current salary:**

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| Section 4 Previous Employment (Most recent first) | |
| Please give details of paid and any relevant unpaid volunteer roles. | |
| **Name of Employer:** |  |

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| **Address:** |  | | |
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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |

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| **Name of Employer:** |  |

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| **Address:** |  | | |
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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |
| **Name of Employer:** |  | |

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| **Address:** |  | | |
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|  |  | Postcode |  |

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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |

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| **Name of Employer:** |  |

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| **Address:** |  | | |
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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |

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| **Name of Employer:** |  |

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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |

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| **Name of Employer:** |  |

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| **Position Held:** |  |

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| **Dates worked:** |  |
| **Brief description of duties:** | |
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| **Reason for leaving:** |  |

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| Continue on a separate sheet if necessary |
| Section 5 Education and Training | |
| Please give details of any qualifications obtained from Universities, Colleges and Schools and training courses which are relevant to your application, in chronological order starting with the most recent. | |

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| **University/College/School/Other** | **Course** | **Qualifications and Grades Obtained and Dates** |
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| **Title of Training Programme or Course and qualification if any** | | **Duration and Dates** |
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| Continue on a separate sheet if necessary | | |

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| Section 6 Personal Statement |
| **Abilities, skills, knowledge and experience.**  Using the **Person Specification and Key Competencies** section of the Job Description as a guide, please outline how your experience, skills and achievements are relevant to this post.  Please limit your answer to no more than 3 sides of A4. |
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| **Section 7 References** |
| Please give the names and addresses of two referees; one should be your most recent employer if applicable. Please do not give members of your family. |

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| **Reference 1** |  | **Reference 2** |

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| **Name:** |  | **Name:** |  |

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| **Position:** |  | **Position:** |  |

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| **Relationship:** |  | **Relationship:** |  |

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| **Organisation:** |  | **Organisation:** |  |

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| **Telephone:** |  | **Telephone:** |  |

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| **Email:** |  | **Email:** |  |

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| Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  | Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  |

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| **R E T U R N I N G T H I S F O R M** |
| **Please return the completed application to:** [office@naccom.org.uk](mailto:office@naccom.org.uk) by no later than 9am Monday 21st August 2017 |