

NOTTINGHAM ARIMATHEA TRUST

Job Description: Deputy CEO

SALARY: £30,000per annum

HOURS: 37 hours per week

DURATION OF POST Permanent

LOCATION: All Souls Community Centre, Trust Properties and outreach in Nottingham and Nottinghamshire

PURPOSE OF THE POST

To deputize for the CEO in her absence. To act as volunteer coordinator for the trust, managing and supporting the volunteers engaged in supporting the trusts work. Delivery of projects that are based around social inclusion, training and developing the skills and integration of trust residents.

MANAGEMENT

This post is line managed by the Chief Executive Officer.

MAIN DUTIES AND RESPONSIBILITIES

1. Deputize for the CEO

- To act up as CEO in their absence.
- Attendance at external meetings to represent the trust and bring back gained knowledge and contacts to disseminate within the trust.
- Supervision of the office and staff in the absence of the CEO.
- Oversight of the financial management system, making changes where necessary and advising the CEO on the changes needed.
- Raising awareness of Refugee and Asylum Seeker issues, including involvement in advocacy and campaigns working with other organisations
- Partnership development to enhance NAT's collaboration with other organisations.
- Develop our social media presence to raise awareness of our work in the wider community.
- Develop promotional materials for the trust to use in the community/events.
- Write content and develop the trusts website to promote the trusts work.

2. Recruitment, Training and Supervision of Volunteers

- To advertise volunteering opportunities with a clear role description
- To take volunteers through recruitment checks, (references, DBS if required)
- To provide training for volunteers to enable them to undertake their role
- To match volunteers residents in terms of mentoring & peer mentoring.
- To supervise volunteers, including group supervision and one-to-one supervisions to gain volunteer input into the management of the project

3. Delivering Projects

- Developing concepts for new projects in collaboration with the CEO.
- Project Management to deliver projects to the outcomes specified for the benefit of residents and within budget.
- Collating monitoring and evaluation evidence to enable reporting back to funders.
- Developing marketing materials and disseminating them within the community to promote events we are involved with.

4. Supporting residents and Social Inclusion

- Undertaking Outcomes Stars with residents to help identify support needs and to review progress made.
- Providing support to caseload of residents on an ad-hoc basis to meet developing needs
- Encouraging residents to attend NAT events and visits to places of interest and to promote other organisations events.
- Supervision of student placements and internships to undertake support work and bespoke projects for the trust.

5. Supervision, Training & Accountability

- To participate in regular supervision with NAT CEO.
- To promote good practice in working with people who may be vulnerable and to ensure the well-being and safety of volunteers and residents.
- To keep up to date on asylum and related issues through training, conferences, reading etc.
- To contribute to the Annual Review and Annual General Meeting as required.

6. General

- To carry out all of the above in accordance with the aims and values of Nottingham Arimathea Trust and in collaboration with the CEO and other staff and trustees of NAT.

The post holder may be asked to re-organise their work in order to help the agency respond to changes in type or extent of need. This would be done in ways consistent with the purposes of the post and in consultation with the post-holder.

PERSON SPECIFICATION

Requirements

Essential/Desirable

Qualifications / Education / Knowledge

Educated to graduate level or higher	Desirable
Knowledge about and understanding of the voluntary and faith sector	Desirable
IT experience in using Word, Excel and Email	Essential
Knowledge of asylum and refugee issues	Essential

Experience

Experience of being a volunteer	Desirable
Experience of working with refugees and asylum seekers	Desirable
Experience of training people in the community	Essential
Experience of writing clear and concise materials and reports	Essential
Experience of working with and managing volunteers	Essential

Abilities

Ability to relate to a wide range of people	Essential
Excellent communication skills in speaking and writing	Essential
Ability to empathise and work co-operatively with volunteers and others	Essential

Personal Qualities

Open, warm, friendly, compassionate with a clear sense of boundaries	Essential
Willingness to work flexible hours including occasional evenings and week-ends	Essential