



PAFRAS - Positive Action for Refugees and Asylum Seekers

## **JOB DESCRIPTION**

### **Director**

Salary: £36,000 per annum  
Hours: 35 hours per week  
Holidays: 25 days, 8 public holidays and 3 discretionary days over Christmas/New year  
Responsible to: PAFRAS Board of Trustees

### **Who we are**

PAFRAS works with asylum seekers, refugees and the wider community to counter the effects of destitution. Our work has three main strands: emergency & crisis intervention, specialist casework and integrated mental health support. PAFRAS leads a busy weekly multi-agency Drop-in where a range of provisions, advice and health services are available for asylum seekers facing destitution and hardship. We deliver 1:1 Casework and Mental Health sessions with some group work throughout the rest of the week from a combination of office based appointments and outreach activities. At the heart of all we do is our service-users, with their voice and experiences driving the development of the organisation.

PAFRAS has undergone a significant period of change over the last three years, strengthening our core activities and building both new contacts and new partnerships. We are now at the point to embed our services and practices before we move into the next phase of the organisation's development. PAFRAS is operating within a challenging and hostile environment, we see the evidence of failing Home Office policy every day and work closely with campaigning organisations and national and local networks to campaign for change and influence policy and decision makers.

We are looking for a talented and inspirational Director with the strategic vision to lead the organisation into the future, ensuring our work is relevant, responsive to the needs of our service-users and well-informed.

### **Responsibilities and Duties**

#### **Strategic Development and Leadership**

1. In consultation with PAFRAS' internal and external stakeholders, develop PAFRAS' strategic plan in line with our values and objectives (to be agreed by the Board of Trustees)
2. Take lead responsibility for the implementation of the strategic plan, ensuring relevant operational plans are developed and implemented
3. Responsibility for supporting all areas of governance, including ensuring the Board of Trustee meetings are held per annual schedule of meetings, that minutes, agendas and other reports are prepared and sent out in a timely way and that actions arising from meetings are completed, as appropriate.

4. Liaising with Treasurer and Trustees in setting and managing the annual budget, reporting as required on performance and exceptions as well as any areas of risk.
5. Ensuring effective short and longer-term planning of the project with staff team and Trustees.
6. Producing, with Trustees, the Annual Report for dissemination to all stakeholders
7. Representing PAFRAS at a strategic level and attending relevant local, regional and national meetings to drive change for destitute asylum seekers.
8. To act as a strong figurehead, able to maintain and grow the reputation of the organisation.
9. Developing and maintaining positive relationships and partnerships with agencies, organisations and individuals who have an interest and/or influence on the circumstances of destitute asylum seekers including participation in relevant networks.
10. Work with service-users, internal/external stakeholders and appointed consultants to evaluate projects and the impact of our service.

## **Operational Leadership**

1. Overall responsibility for ensuring all PAFRAS operations (including the office, drop-in and outreach work) are run effectively and smoothly and they comply with Health and Safety and food regulation.
2. Ensuring the organisation maintains robust safeguarding procedures for all children and vulnerable adults who access the service.
3. Management of staff; responsibility for supervision and appraisal, ensuring training needs are met, staff are supported and performance issues are dealt with effectively.
4. Working with the Senior Caseworker, responsibility for ensuring OISC registration is renewed each year and advice is delivered within the remit of the accreditation.
5. With the Senior Caseworker, design and implement quality assurance processes to ensure a high standard of information, advice and guidance is consistently delivered.
6. Managing the partnership with Manuel Bravo to ensure volunteers are recruited and supported in line with organisation's needs, aim for at least half of the volunteer team to have lived refugee experience.
7. Ensuring all required monitoring information is completed on time and reported as required, highlighting any trends, gaps in service provision in the city as well as any opportunities for PAFRAS.
8. Maintaining all organisational policies and procedures, ensuring regular review and updates in line with changes to legislation and the operating environment.
9. Managing the office on a daily basis dealing with any issues that arise including all areas of staff management.
10. Arranging to give talks locally and regionally to raise awareness of the plight of destitute asylum seekers.

## **Funding and Income Generation**

1. Develop and implement a fundraising strategy which secures the required amount to implement and develop PAFRAS' services in-line with the organisation's strategy.
2. Identify sources of funds (including trusts and foundations, corporate and individual givers), build relationships with key funders and make applications.
3. Ensure that all funders' reporting requirements, including financial requirements, are met.

4. With support from the Finance Officer, dealing with and logging all donations that PAFRAS receives. Ensuring all donors receive thank you letters.
5. Arranging or supporting 3 to 4 Fundraising Events a year including attending events that are put on for PAFRAS (mostly weekends and evenings) or arranging a delegate to represent the organisation.

In addition, the post holder will be expected to manage their own workload effectively. They will also be expected to undertake, and have a positive attitude towards, training and development.

PAFRAS is a small organisation and so this post requires flexibility from the post holder as they may be required to complete tasks not detailed in the job description but relevant and appropriate to their job role



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### PERSON SPECIFICATION – Director

Please use the additional information space in your application form to tell us how your experience, knowledge, qualifications, skills and values meet the person specification. All criteria is essential unless otherwise stated. Applicants must meet all essential criteria to be successfully invited to interview.

#### Experience

1. Significant experience of managing a team of paid staff and volunteers
2. Experience of working in a small voluntary sector organisation
3. Experience of planning and managing a budget and dealing with organisational finance
4. Experience of working in partnership with other organisations to deliver shared outcomes
5. Experience of working with asylum seekers and refugees
6. Experience of fundraising from trusts and foundations, with the ability to develop and implement a fundraising strategy

#### Qualifications

7. Educated to degree level or above in a relevant discipline (desirable)
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#### Knowledge

8. Knowledge of NGO governance processes, with the ability to work with and to a Board of Trustees.
9. Knowledge of social policy and current issues affecting asylum seekers.
10. Understanding of the asylum system and awareness of OISC accredited advice.
11. Understanding of the obstacles facing disadvantaged communities and in particular destitute asylum seekers.

#### Skills

12. Ability to develop, implement and bring to life an organisation-wide strategy
13. Ability to develop organisation-wide policies, procedures and guidelines
14. Good financial management skills
15. Excellent communications skills and ability to share PAFRAS' vision in order to secure funding and support from a range of sources.
16. Ability to plan and deliver talks to a range of audiences including schools, faith groups and university students.
17. Strong organisational skills including planning, scheduling activities, delegating tasks and time management.
18. Ability to develop and maintain service-user involvement and co-production in a challenging context.
19. Additional language spoken by a refugee community (desirable)

#### Values

20. Commitment to equality and diversity
21. Commitment to improving the lives of refugees and asylum seekers