



## Head of Grassroots (Programmes)

### Candidate Brief

2022

WOMEN FOR REFUGEE WOMEN



## Head of Grassroots (Programmes)

Women for Refugee Women is a dynamic charity that was founded in 2007 to support and champion women who have sought asylum in the UK. Women for Refugee Women operates in a challenging area. We work alongside women who have lived through extreme trauma, and are trying to create change at a time when the political environment is increasingly resistant, but we are always eager to move forwards and to find ways to support one another, and the women in the network, to build a fairer world for women who have sought safety. We have an overarching vision that women who seek asylum in the UK should be able to live safely and with freedom to make their own choices. We currently work in three main areas:

### Empower

We offer activities that enable women who have sought asylum to connect with one another and build their confidence and skills

### Influence

We enable women who have sought asylum to communicate their own stories to wide audiences

### Change

We advocate for policy change and for a fairer asylum process

## The Role

### Its importance to Women for Refugee Women

As the Head of Grassroots (Programmes), you will be deeply committed to the effective planning and delivery of activities for refugee and asylum-seeking women. You will be a skilled organiser, a creative strategist, an exemplary leader, excited about empowering women and experienced in centering equality and justice in your work. Our activities include English classes, drama, writing groups, yoga and solidarity sessions for LGBTQ+ refugee women and non-binary individuals through our 'Rainbow Sisters' group, and much more.

The Head of Grassroots (Programmes) will ensure that the activities we offer to refugee women provide them with the opportunities to improve their skills and confidence and to start rebuilding their lives. The role will manage and provide oversight to WRW's grassroots staff, our dedicated group of volunteers and will work closely with partners to develop and deliver our programme of activities.

### Key Responsibilities

#### ***Grassroots Strategy***

- Lead the development and implementation of the grassroots strategy;
- Contribute to the overall development and implementation of WRW's strategic plan;
- Ensure the work of the grassroots is integrated into WRW's strategic plan, and that there is effective communication at all levels between team members;
- Contribute to the fundraising strategy and execution of activities by providing relevant information and findings for funders and key stakeholders.

#### ***Internal & External Communications***

- Liaise with other organisations who provide support for refugee women in London, signposting women from our network where appropriate;
- Participate in outreach activities, which may involve speaking at events and other groups about the work of WRW;

- Oversee the regular update of the grassroots database and support grassroots team with maintaining all women's records on the database, in line with privacy policies.

#### **Partnerships**

- Manage and maintain existing partnerships to enable WRW to deliver effective support and development activities to refugee women, such as our advice partnership with Notre Dame Refugee Centre;
- Develop and foster new partnerships, in consultation with the team, where needs are clear and opportunities arise.

#### **Financial & Budget Management**

- In collaboration with the Finance Executive and Director, manage the grassroots team budget and ensure that activities are within agreed budget;

- Oversee the overall delivery of emergency hardship support or support in accordance with the charity's policy.

#### **Staff & Volunteer Management**

- Supervise, manage and support the Grassroots team, including maintaining a climate that fosters ongoing learning and professional development;
- Oversee the recruitment, on boarding, training and management of volunteers.

#### **Risk Management & Policies**

- Lead the implementation of WRW's Safeguarding policy and procedures;
- Ensure effective response to health and safety risks for activities and events.

**Who you are, your values, your experience and your commitment to our mission is what we are interested in first and foremost.**

### **Essential skills, knowledge and experience**

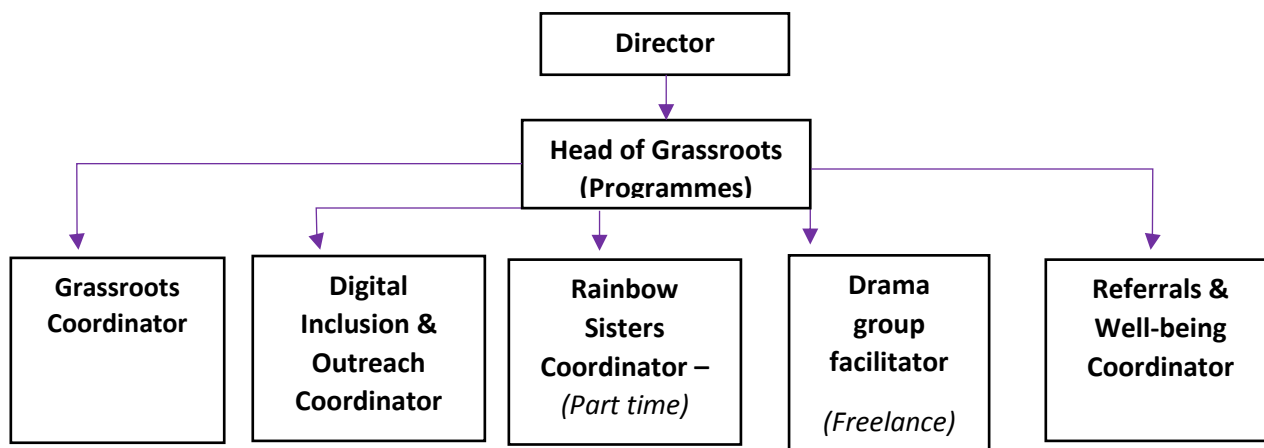
- Proven experience of working at the grassroots level, leading activities and developing short-and long-term grassroots strategies, whether at national, or community level;
- Enthusiasm for, and experience in, cultivating lasting relationships and accountable partnerships with a diverse body of stakeholders and decision-makers;
- An understanding of, and commitment to, grassroots movement principles and experience of working in women-only or refugee spaces;
- Strong project management skills and attention to detail; capable of planning, prioritising, troubleshooting, and monitoring and evaluating;
- Excellent written and verbal communication and public speaking skills, including distilling complex material for audiences;
- Exceptional interpersonal skills, including the ability to listen well and build trust;
- A strong team player and leader oriented toward collaboration, shared success, and accountability, including experience in supervisory role;
- Ability to work effectively with, value differences of, and incorporate the experiences and policy impacts on diverse groups of individuals, including race, ethnicity, age, gender, sexual orientation, religion, ability, and socioeconomic circumstances.
- A genuine interest in and knowledge of the sector and a commitment to the aims and missions of Women for Refugee Women.

In addition, there are a few desirable skills for this role which could help you to stand out. Great if you already have them, but we don't expect any candidate to have them all, and will provide training as required for the right candidate:

- Professional experience of working with women who have sought asylum or survived gender-based violence;
- Lived experience of being a refugee or seeking asylum and using that experience to campaign for change and to support others.

**The main responsibilities of this role are as described here. As our needs as a charity change, we may need to make reasonable changes from time to time, in consultation with you.**

## Team Structure



**Location:** Central London (Hybrid Working Model)

**Contract:** Full time and permanent

**Salary:** c. £40,000 to £45,000, plus benefits (D.O.E)

### Benefits:

- Flexible start and end working times (core hours between 10am and 4pm)
- 25 days' holiday a year (plus 8 bank holidays)
- Pension with 5% employer contributions (employee contributes 2.5% minimum)
- Confidential access to Employee Assistance Programme
- Monthly supervision sessions

### Things to know:

- Applicants must have the right to work in the UK, as we regret that we are unable to sponsor visa.

### Diversity & Inclusion:

Women for Refugee Women is committed to diversity and inclusion in its workforce. We seek to attract applications from the widest possible talent pool and to appoint on ability. We particularly welcome applications from candidates with lived experience (actual or by association) from refugee or asylum-seeking backgrounds who can lead and influence change for the women we serve.

Women for Refugee Women actively promotes a culture where people can be themselves, are valued for their strengths and are recognised for the contribution they make to the achievement of our mission.

## How to apply

For an informal conversation about the role, please contact our recruitment partner, Carroll Lloyd, Director, NFP Consulting on 07765 001 033 or email [carroll.lloyd@nfpc consulting.co.uk](mailto:carroll.lloyd@nfpc consulting.co.uk)

Applications can be made online at <https://nfpc consulting.co.uk/executive/job/22109>

We are happy to accept written applications in whatever format works best for you. Please contact us and tell us how you would prefer to apply for the role.

**Closing date: Midnight on Sunday 11<sup>th</sup> September 2022**

### Selection process and timescales

#### **Stage 1 – week beginning 19<sup>th</sup> September**

First round of screening interviews conducted by NFP Consulting.

#### **Stage 2 – Tuesday 27<sup>th</sup> or Wednesday 28<sup>th</sup> September**

Formal panel interviews with Women for Refugee Women.

During the course of the selection process there will be the opportunity for candidates to meet with staff and other stakeholders. The format and the conduct of the selection process will need to take account of, and comply with, legal requirements and Government guidance for the containment of the spread of COVID-19.

### Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.



**Thank you!**