

JOB INFORMATION

Job title: Director

Location: Dependent on successful applicant

Contract: Permanent following a 6-month probation period

Hours: 21 hours per week

Salary: £40,000 FTE (£24,000 pro-rata). London weighting will be considered.

Benefits: generous annual leave entitlement (pro-rata entitlement for 21 hours is 21.6 days per year inclusive of bank holidays); salary increment on each of the first three anniversaries of contract start date; external supervision offered; employer pension contribution of 5%

Responsible to: Chair and Board of Trustees

Line managing: two members of staff

Closing date for applications: midnight on 3 January 2022

Interviews (via zoom) on Friday 14 January 2022

Right to Remain is seeking a dynamic, effective and enterprising leader to become its new Director. Right to Remain is a small charity, famous for its accessible resources and workshops on the asylum and immigration system, and grassroots campaigning led by people with direct experience of the injustices of the legal system and the broader Hostile Environment.

The role will require occasional evening and/or weekend working, for which you will receive time off in lieu. The role will also require some travel within the UK. You will need to have the right to work in the UK as Right to Remain is unfortunately not in a position to sponsor people for work visas.

If you would like to discuss the role before applying, please email work@righttoremain.org.uk

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1. JOB DESCRIPTION

PURPOSE

The Director of Right to Remain will provide leadership and management of the organisation in a wide-ranging role that includes representing the organisation in the public domain, as well as administration and financial management. Working closely with the board of trustees, the Director will ensure the work of the organisation is contributing to its long-term strategy, will develop and review budgets and future business plans, will sustain and grow funding, and will increase awareness of the organisation and its work. The Director will, with the Board, ensure that the organisation complies with the law and regulations. The Director will act as ambassador for the organisation, building relationships with stakeholders in other organisations, and where appropriate being the public face of the organisation. The director will also play a key role in motivating and engaging staff, beneficiaries and prospective donors.

THE ROLE

The Director will:

- Ensure that the activities of the organisation aligns with its theory of change and business plan, and periodically review the organisation's strategy with the Board and with the rights of people seeking asylum and other immigration status at its core
- Have responsibility for fundraising and income generation. This includes identifying possible funding opportunities, applying for funding, reporting to current funders, and encouraging and responding to donors
- Maintain an active and engaged relationship with the Board of Trustees, particularly the Chairs and Treasurer. You will report to the Board (verbally and in-writing) at least every two months, and support the functioning of the Board
- With the Treasurer, oversee the organisation's budgets and ensure the organisation is operating within the annual budget. You will be responsible for financial management with the Treasurer and Accountant
- Build relationships with other organisations, the media and decision-makers where appropriate to advance Right to Remain's aims
- Represent the organisation at external events and publicity opportunities
- Maintain monitoring and evaluation mechanisms – including engaging with beneficiaries – to demonstrate the impact of Right to Remain's work
- Maintain awareness of risks and changes in the external environment that affect the organisation
- With the Board, ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- As the Director of a small charity, your role will also involve responding to communication with the organisation; the organisation's social media output; and office, HR and other admin to ensure the smooth running of the organisation

2. PERSON SPECIFICATION

Note: In addition to formal, paid work experience, we recognise the great value of lived experience and voluntary activities.

Experience

- Experience of management – including people management - is essential. Ideally this would be in organisational leadership, however other management experience will be considered
- A feature of the job is the need to work closely with the active, stable and engaged Board of Trustees, so any experience of working with committees or boards is advantageous
- Personal or family experience of the issues on which the organisation works - the UK asylum and immigration system - is particularly welcome
- Experience of working within the migrants/refugee rights sector is helpful but not essential
- Experience of working within a small charity, and understanding of the needs, challenges and strengths of small charities is desirable

Skills

- Leadership skills: A prime role of the director is to motivate staff and supporters. You will need to demonstrate you have the personal drive and energy to achieve this
 - Advocacy skills: As the public and private face of the organisation you will need to be able to effectively promote its aims
 - Excellent interpersonal skills: you will need to be able to communicate with and build relationships with a wide variety of people
 - Excellent written and verbal communication skills, including the ability to communicate clearly and effectively with people for whom English is not a first language
 - A quick learner: you do not necessarily need to have prior knowledge of the organisation but once in post you must be able to quickly get up speed with the values and approach of the organisation, and the working practices used to achieve our aims
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- Excellent time-management and prioritisation skills – in the role, you will have a very varied week, and you will need to be organised and forward-looking to ensure tasks are completed in good time, deadlines are met, and that other staff and the Board have the information they need to complete their roles

- Excellent understanding of budget management and financial reporting
- Good understanding of the policy environment of asylum and immigration in the UK, and the injustices of the asylum and immigration system (or ability to learn about and understand these quickly)

Personal qualities

- Able to work in a varied role
- Enjoy working with people from different backgrounds
- Have a commitment to the organisation's anti-racist values, equal opportunities, diversity and inclusion
- Ability to work independently and use your initiative as well as lead a team

3. About Right to Remain

Right to Remain is a registered charity. We currently have six members of staff based across Britain, and we are governed by a voluntary Management Committee.

We produce accessible resources and deliver community training, so that people can navigate the UK asylum and immigration system and take practical action in their legal case (or in the case of someone they are supporting). Our best known resource is the [Right to Remain Toolkit](#) – a guide to the asylum and immigration system. We also regularly update our [Legal Updates](#) blog; and have worked with others to produce innovative online learning tools such as the [Asylum Navigation Board](#) and the [Young Asylum Guide](#).

We support the work of grassroots asylum and migrant groups across the UK, and bring communities together to share their struggles, expertise and learning.

We campaign for positive change in the asylum and immigration system. We run the [These Walls Must Fall](#) campaign, a network of local community campaigns working together to end immigration detention.

Find out more about Right to Remain at www.righttoremain.org.uk

4. HOW TO APPLY

To apply, please complete the application form and email it to work@righttoremain.org.uk by **midnight on 3 January 2022**.

You can download the application form [here](#).

Please note we will only accept completed application forms, not CVs. We cannot consider applications that arrive after the closing date.

We will send a standard acknowledgement of all application forms received (if you do not receive this acknowledgment please contact us to ensure your application has been received) but will only individually contact short-listed candidates.

The assessment processes

The panel (consisting of Right to Remain staff members and trustees) will assess all applications on an equal basis, with a points system to evaluate how the application meets each aspect of the required skills, knowledge and experience outlined in the job description and person specification. Each applicant will have a different range of strengths, gained through lived experience, voluntary and/or professional work. We are looking for the best balance of strengths and abilities to do the job well.

Remember to address the job description and person specification in your application, to demonstrate how your skills, knowledge and experience meet those requirements.

The panel will draw up a shortlist of the top scoring applications, and invite the shortlisted people to interview.

The interview date for shortlisted applicants will be on Friday 14 January 2022.

The interviews will take place by **video call using Zoom**. Please let us know if you have any access needs for video-calling.

The purpose of the interview is to meet you to ask a few questions related to the job description and person specification, to get a little more information than a written application allows. It is also an opportunity for you to meet the team and ask any questions you may have.

If you are short-listed, you will also be informed of the tasks you will need to complete in advance of the interview. One of these you will need to send back to us in advance in the interview; two will be short presentations at the start of the interview. Your responses to these tasks will form part of the assessment process.

Disclosure of unspent convictions - DBS

Any offer of employment will be subject to the satisfactory completion of a criminal convictions disclosure form, detailing any unspent convictions (via the Disclosure and Barring Service). The disclosure of convictions will not automatically lead to the withdrawal of an offer of employment as the relevance and timing of convictions will be considered.