



Samphire

Working to create a society which is inclusive and compassionate towards migrants

JOB DESCRIPTION AND PERSON SPECIFICATION

Director

Reporting to:	Chair of Trustees
Location:	56 Castle Street, Dover, CT16 1PJ
Travel:	Primarily local, occasional national travel
Hours:	0.6 FTE (possibility of increased hours subject to funding)
Job status:	Permanent
Holiday:	25 days + statutory holidays (pro rata)
Salary range:	NJC salary scale points 30 -33 £33,782 - £36,922 (pro rata)
Funder:	National Lottery Community Fund & Allen Lane Foundation

Job Summary

As the Director you will provide the leadership and management expertise to maintain the smooth and efficient operation of our projects, including fund-raising. You will report to the Board of trustees and be responsible for ensuring that all our current and future projects are in line with our strategic objectives.

Samphire works at national and local level. Our telephone helpline provides a range of services, nationwide, for people who have experienced immigration detention. In Dover and East Kent we run immigration legal advice clinics and our Community Engagement and Schools projects seek to raise awareness of the facts and issues surrounding migration and to foster more inclusive attitudes in local schools and communities. We also currently have activities with asylum seekers at Napier Barracks, Folkestone.

Primary Duties and Responsibilities of the Director:

1. Provide leadership which maintains the smooth and efficient running of Samphire's projects, and ensure that all activities - and the manner in which they are carried out - are in line with our Strategic Objectives. Assess and develop new opportunities which further our goals.

2. Maintain a constructive working relationship with the Board of Trustees, keeping them abreast of the organisation's activities and financial situation. Attend quarterly Trustee meetings, preparing agenda and reports and implementing any directives coming from them. Guide trustees in regular reviews of Samphire's Strategic Plan and various policies.
3. Develop an operational plan in line with the Strategic Plan and oversee its implementation, including regular monitoring of program activities and evaluations as appropriate. Wherever possible, introduce mechanisms which maximise the participation of our service-users in project development.
4. Research and prepare funding applications to donors in a timely and appropriate manner to ensure the smooth running of our programmes. Develop other fund-raising activities as appropriate.
5. Oversee Samphire programme expenditure; ensure that all financial regulations are strictly adhered to.
6. Oversee the recruitment, orientation and training of new staff. Support and encourage staff to fulfil their roles and duties in an efficient and effective manner, fostering a culture of openness, teamwork and mutual support, as well as opportunities for staff development. Ensure that staff rules, regulations, and other policies are implemented and enforced in an equitable manner.
7. Provide guidance to the strengthening of Samphire's advocacy work. Oversee Samphire's interactions with the media, acting as the spokesperson or designating this role to the most appropriate member of staff for the circumstances.
8. Build links to related organisations and community groups for mutual support and pooling of knowledge and experience.
9. Maintain a high standard of ethical responsibility in the organisation as a whole, ensuring that statutory regulations concerning safeguarding and data protection are correctly followed.

Qualifications & experience

Essential

- University degree
- Experience of leading and managing a small charity, or a sizeable programme of a larger charity (management of staff & budget; decision-making)
- Experience of fundraising, and knowledge of the relevant Trusts and Foundations which support charitable work of this nature
- Working knowledge of migration issues in the UK and global context

Desirable

- Post-graduate degree in a relevant field
- Lived experience of seeking asylum
- Experience of working in the refugee, asylum seeker or migrant sector
- Working knowledge of legislation for voluntary sector organisations, particularly regarding safe-guarding and financial oversight.

Proficiencies

- Fluent in written and spoken English language; able to write clear and concise project proposals and reports
- Excellent knowledge of Microsoft Office.
- Financial management skills
- Social media.

Personal characteristics

- Leadership which inspires staff and fosters teamwork to achieve the best results
- Consultative management style; ability to resolve problems and make informed decisions
- A reflective and critical thinker, able to assess situations, spot emerging needs and opportunities, or take appropriate action when things are not working as anticipated.
- Organised and thorough in setting priorities, action plans and work schedules, recording activities and data, and monitoring progress. Likewise in setting and following personal goals to manage the workload.
- Confident in representing the organisation externally (to government representatives, to the media, and in various fora and networks) and reaching out to build positive relationship with similar organisations
- Sensitivity to issues of 'difference' and exclusion/inclusion. A willingness to listen and learn from others, and to build constructive relationships with all types of stakeholder.
- Committed to following ethical standards in one's own behaviour and in others acting in the name of Samphire is consistent with standards and the values of the organisation
- Tolerant of a constantly changing work environment, a willingness to be flexible, and versatile in adaptation while maintaining effectiveness and efficiency

Working Conditions

- The post will be based at Samphire's office in Dover and will require some local and national travel. A minimum of 15 hours must be worked in the office, with flexibility for the remaining hours if necessary.
- The post is for 22.2 hours (3 days) per week. However, the post holder will be in charge of fundraising, allowing for the possibility of increasing these hours, depending on funds.
- The post will involve occasional evening and weekend work, for which TOIL may be claimed.
- DBS check required (to be carried out on appointment)

For more information or to arrange an informal chat please contact Joy Stephens (Chair) on recruitment@samphireproject.org.uk

Samphire is committed to operating as an equal opportunities organisation. We welcome applications from refugees and in particular from former detainees to reflect the composition of our service user group.

