**DEPUTY DIRECTOR, ASYLUM MATTERS**

**Job Title: Deputy Director**

**Location: Flexible, with a preference for an existing Asylum Matters base, including London, Birmingham, Cardiff, Leeds, Manchester & Middlesbrough**

**Hours: Full time** **(35 hours per week) preferred but negotiable**

**Contract: Fixed Term 12 months, extension likely dependent on funding**

**Salary: £33,000 - £36,000 per annum, plus £3,650 London weighting if applicable**

**Leave: 28 days per annum**

**Responsible to: Asylum Matters Director**

**Closing date: Sunday 2 February 2020**

**Interviews: Friday 7 February in London**

**Overview:**

Asylum Matters is looking for a dynamic leader passionately committed to upholding the rights of people seeking asylum in the UK. Asylum Matters is a small, specialist team of campaign professionals based around the UK, working with an extensive network of frontline partners to advocate for progressive change in the asylum and immigration system. In addition to the London-based Director and the Deputy Director, the team are based in Birmingham (covering the West Midlands), Cardiff (covering Wales), Leeds (covering Yorkshire and Humber), Manchester (covering the North West), and Middlesbrough (covering the North East).

Since it was established 2016, Asylum Matters has played a significant role in bringing about positive change for refugees and people seeking sanctuary in the UK. We co-lead the award-winning [Lift the Ban](http://lifttheban.co.uk/) coalition campaign, that brings together over 200 organisations, from charities and think tanks to trade unions and local authorities, calling for the right to work for people seeking asylum. Together with high-profile national campaigning organisations, we work with front-line organisations to expose and address a range of issues that affect the rights and wellbeing of people in the asylum system, such as housing standards and asylum support.

We are a catalyst and convenor of collaboration and joint action. Our work helps strengthen collective advocacy on asylum reform and bridges the gap between policy and the reality on the ground.

We have ambitious plans for the coming years as we seek to maximise the potential of our collaborative campaigning model and identify opportunities for change at local, regional and national levels, in a challenging external environment.

We are looking for an experienced campaigner and leader, with the skills and experience to effectively manage people and projects. A steadfast commitment to upholding the rights and wellbeing of people seeking asylum, who are so often disadvantaged by an inhumane and inefficient system, is essential for the role.

***The Candidate and Role:***

This is a senior role in a small team carrying a range of responsibilities, including direct line-management of staff, liaison with funders and developing strong relations with partners. The candidate will have worked in leadership positions in the charity sector, with a proven track-record in managing people, developing change strategies, fundraising and working collaboratively with a range of stakeholders. Knowledge of how the asylum system impacts on asylum seekers and refugees and experience of asylum related policy or advocacy work is highly desirable.

The Deputy Director will work closely with the Director to provide strategic direction for all of Asylum Matter’s influencing work. This involves developing and implementing campaign strategies, identifying priorities areas for joint action and, working with the team to develop expertise on a range of advocacy issues.

Asylum Matters seeks to ensure the meaningful participation of people in the asylum system in influencing efforts. A commitment to enabling people with lived experience to take part in campaigning for positive change is necessary.

The Deputy Director will share line management responsibility with the Director and help make sure the small, remote team functions effectively. The Deputy Director will also be involved in discussions around good governance.

Maintaining and strengthening relations with our existing network of partners is a critical component of the role. The Deputy Director will work collaboratively with a range of organisations to make sure Asylum Matters’ partners engage effectively in campaigns. The Deputy will serve as an important resource for the sector, providing information and analysis on key policy issues and support on campaigning and advocacy.

The Deputy Director will also work with the Director to make sure Asylum Matters has a solid funding base, inputting into funding proposals and reports, and managing relationships with some funders.

This is an exciting role in a small and dynamic team at a time of change for Asylum Matters. We are looking for a committed individual with a diverse skill-set to help us strengthen our impact.

**JOB DESCRIPTION**

***Governance and Organisational Management***

* Together with the Director, lead and develop Asylum Matters in line with its strategic objectives, ensuring the development and delivery of a clear and compelling campaigns and advocacy strategy;
* Support the implementation of Asylum Matters’ fundraising strategy in order to ensure that the project has a sufficient funding base to sustain its work and its staff, including liaising with funders and producing funding reports;
* Overseeing part of the Asylum Matters’ budget, ensuring alignment with expenditure, and supporting the Director to prepare annual reports and accounts;
* Carry out effective monitoring of Asylum Matters’ work and approach and manage evaluations where needed, ensuring learning is embedded into ways of working;
* Attending and supporting regular meetings of the Asylum Matters’ Advisory Group, ensuring its members are kept updated on strategic plans and delivery.

***Line Management***

* Provide direct line management to three campaigns posts, supporting the

team to execute their local and regional campaigns plans, including travelling to regional bases to support the delivery of events, activities and meetings;

* Support staff in their development, including setting objectives, conducting annual performance reviews and identifying training needs;
* Ensure smooth coordination and communication among the Asylum Matters team, including convening regular team calls and meetings to identify campaign priorities and develop integrated campaign plans;
* Create a healthy working culture where the staff team are actively encouraged to share feedback and contribute to organisational development and decisions.

***Advocacy and Influencing***

* Support the Director to maintain and strengthen Asylum Matters’ existing network of contacts, including by acting as a resource for members, providing regular policy and campaign updates and convening meetings, as appropriate;
* Engage with national and regional stakeholders to ensure good coordination and maximise the impact of joint actions to achieve Asylum Matters’ goals;
* Provide strategic oversight of Asylum Matters’ campaigns and identify ways that network members can contribute to realising advocacy goals;
* Coordinate and facilitate national campaigns, bringing together expertise and resources from different organisations in order to secure policy change and/or challenge prevailing attitudes to asylum seekers and refugees;
* Seek to influence the development of asylum policy, working with the Director and the staff team to ensure regular engagement with key decision makers (e.g. relevant Ministers, MPs Home Office officials, etc.);
* Undertake research and policy work to support local and national advocacy initiatives, and ensure the team delivers high quality policy positions and clear policy change objectives.

***External Representation***

* Build the reputation of Asylum Matters as a credible source of policy expertise through representation in key external forums;
* Support the strategic expansion of Asylum Matters’ relationships with civil servants, parliamentarians and others, having oversight of relationships with policy experts and influencers;
* Undertake any other relevant duties, in line with the responsibilities of the post.

**PERSON SPECIFICATION**

***Essential***

* Experience in a leadership position in the charity sector and track record of success in managing people and programmes of work;
* Experience of managing and empowering staff, including supporting team development;
* Knowledge and understanding of Government decision making processes, particularly as they relate to asylum;
* A good knowledge of how the asylum system impacts on asylum seekers and refugees and experience of asylum related policy or advocacy work;
* Experience of developing and implementing a campaign or advocacy strategy to achieve positive changes in policy;
* Proven ability to build strong partnerships, manage broad-based coalitions and maintain positive working relationships with individuals and organisations.
* Excellent communication skills, including experience of report writing and public speaking;
* Ability to be proactive and flexible and to work both independently and as part of a team;
* Understanding of and commitment to the values and aims of the project;
* Ability to travel within the UK.

***Desirable***

* Experience of fundraising and ability to report to funders and donors;
* Experience of managing budgets and overseeing spending in line with budgets;
* Experience working for a small, front-line organisation delivering services to vulnerable people;
* Direct experience of working with asylum seekers;
* Ability to work with the media.

**APPLICATION PROCESS**

Please fill out the application form and email your application to [info@asylummatters.org](mailto:info@asylummatters.org).

The closing date for applications is **Sunday 2 February 2020**.

Successful candidates will be notified on Monday 3 February and invited to interview on **Friday 7 February** in London.

We are sorry that we will are unable to provide feedback to unsuccessful candidates.