**DIRECTOR, ASYLUM MATTERS**

**Job Title: Director (Maternity Cover)**

**Location: London, Amnesty International UK**

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

**Salary: £43,650 – £48,650 per annum (including London weighting)**

**Contract: Up to 12 months**

**Leave: 28 days per annum**

**Responsible to: City of Sanctuary Chief Officer in Interim Period, then Chair of Asylum Matters Trustees Board**

**Closing date: Tuesday 18 February 2020**

**Interview Date: Wednesday 26 February 2020**

***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 (flexible location, currently being recruited), 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.

In addition, Asylum Matters is in the process of establishing itself as an independent charity, after three years operating as an independent project hosted by registered charity, City of Sanctuary UK. Independence will allow Asylum Matters to be more flexible and adaptive to the external environment, allowing for the growth and evolution of our work.

We are looking for an experienced campaigner and leader, with the skills and experience to confidently lead us through this next phase. 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 the most senior role in Asylum Matters, with ultimate responsibility for setting and delivering the organisation’s strategic objectives and maintaining effective systems to ensure the smooth-running of the organisation, good governance and financial sustainability.

The ideal candidate will have worked in senior 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. Experience of leading a small organisation and navigating Charity Commission guidance on political campaigning is desirable.

The Director will be a strategic thinker with strong political insight, able to guide the team of campaigners in devising and executing engaging and impactful campaigns in a challenging external context. Experience of building broad-based coalitions and managing a partnership network is important as Asylum Matters exists to strengthen collaborative efforts across the sector.

The Director will seek to influence the development of asylum policy and will have demonstrable experience of engaging with high-level policymakers. Knowledge of how the asylum system impacts on asylum seekers and refugees and experience of asylum related policy or advocacy work is essential.

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.

Excellent people skills are crucial and the Director will enjoy managing staff and empowering a small, remote team to operate effectively. Some fundraising experience will be needed, as the Director has ultimate responsibility for delivering Asylum Matters’ fundraising strategy and managing relationships with funders.

This is an exciting role in a small and dynamic team at a time of change and opportunity 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***

* Direct, 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;
* Lead Asylum Matters through the transition period as it establishes itself as an independent charity, working closely with the current host organisation, City of Sanctuary UK, and the Transition Board, ensuring legal oversight throughout the process, and liaising with the Charity Commission;
* Review, develop and implement Asylum Matters’ fundraising strategy and ensure that the project has a sufficient funding base to sustain its work and its staff, and manage relationships with funders, including reporting to funders and donors;
* Manage the annual budget and ensure oversight of spending in line with the budget;
* Work with the Finance Officer and Treasurer 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;
* Convene and administer regular meetings of the Transition Board supporting the transition phase, and eventually the Asylum Matters’ Board of Trustees once established as an independent organisation;
* Ensure that the Chief Officer at City of Sanctuary is kept fully informed of Asylum Matters’ work and finances during the transition phase so that City of Sanctuary can comply with its legal obligations as long as it continues to host Asylum Matters.
* Ensure Asylum Matters fulfils its legal, statutory and regulatory responsibilities.

***Line Management***

* Working closely with the Deputy Director, establish processes to effectively recruit, manage, support and develop staff and volunteers, and ensure the staff team are supported and empowered to deliver impact;
* Support the team in the execution of 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***

* 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 stakeholders to ensure good coordination and maximise the impact of joint actions to achieve Asylum Matters’ goals;
* Identify national advocacy targets and develop strategies for achieving them, including ways that network members can contribute to realising these 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, including through 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;
* Lead the strategic expansion of Asylum Matters’ relationships with civil servants, parliamentarians and others, having oversight of relationships with policy experts and influencers;
* Act as the main contact point for all enquiries regarding Asylum Matters;
* Undertake any other relevant duties, in line with the responsibilities of the post.

**PERSON SPECIFICATION**

***Essential***

* Experience in a senior leadership position in the charity sector and track record of success in leading an organisation, team or project;
* Experience of creating and delivering complex projects and programmes of work in line with strategic objectives;
* Experience of managing and empowering staff;
* 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;
* Demonstrable experience of engaging with high-level policymakers;
* Proven ability to build strong partnerships, manage broad-based coalitions and maintain positive working relationships with individuals and organisations.
* Experience of fundraising and ability to report to funders and donors;
* Proven track record of managing budgets and overseeing spending in line with budgets;
* 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 managing a small charity and/ or knowledge or experience of the legal and regulatory responsibilities of charities;
* Experience of working with the Charity Commission to register an independent charity;
* Experience of working with a Trustee Board and supporting Trustees to carry out their legal obligations in overseeing the work of the organisation;
* Direct experience of working with asylum seekers;
* Ability to work with the media.

**APPLICATION PROCESS**

Please fill out the application form.

Please email your application to info@asylummatters.org.

The closing date for applications is **Tuesday 18 February 2020.**

Interviews will be held on **Wednesday 26 February 2020** in London.

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