

ABOUT REFUGEE FUTURES

Refugee Futures' vision is of a borough that is welcoming and inclusive, so that refugees and people seeking asylum can maximise their skills and abilities and flourish within our community.

At any one time between 700-900 people seeking asylum are placed in three of Stockton's poorest wards – Central Stockton, Newtown and Thornaby old town – all in England's 10% most deprived wards (and one of the UK's highest rates of asylum dispersal). People seeking asylum experience many barriers to integrating such as lack of English, understanding of services and culture; low income; limited social networks; stigma and discrimination – exacerbated by often lengthy waits for a decision on a claim and limited support during that time. Despite these barriers, people have significant skills to contribute; but can find the challenges of living in the UK overwhelming, and face hurdles to accessing support and gaining employment.

We were established to address gaps in support, collaborate with others to improve access to services and the welcome and orientation that refugees and people seeking asylum receive in Stockton, and to create

meaningful opportunities for people to contribute, connect and rebuild their futures. Our work is rooted in a strength-based approach and an inclusive culture.

Our recently agreed three-year strategy focuses on collaboration with other organisations, including Stockton Borough Council and Durham University and work with refugees and people seeking asylum from their arrival in Stockton to facilitate:

- Welcoming and connecting to support arrival and orientation.
- Developing skills, confidence and opportunities to contribute and engage, to boost well-being, fulfillment and employability.
- Increasing understanding and inclusion to support people's sense of belonging.

A young organisation founded in 2021, we have grown in our first few years of existence and are now aiming to consolidate our organisation and some key areas of activity. We plan to further embed lived experience engagement and leadership in shaping our culture and work and develop ways we learn, adapt and evidence our impact including through our collaboration with Durham University's Department of Geography.

CHIEF EXECUTIVE JOB DESCRIPTION

Responsible to:

Board of Trustees (primarily Chair)

Job purpose:

1. To lead the work of Refugee Futures, working with its trustees, staff and volunteers, to implement its vision and promote an inclusive culture;
2. To be responsible for the implementation of Refugee Futures' strategy, management and administration of the organisation, including its income generation and finances;
3. To work with the Trustee Board to review the strategy on a periodic basis, and fulfil its governance functions ensuring that it receives appropriate advice and information on all relevant matters;
4. To promote Refugee Futures externally and grow its impact and influence.
5. To develop and maintain productive and meaningful strategic and operational partnerships with other organisations working in Stockton-on-Tees.

DUTIES & RESPONSIBILITIES

- Contribute to the on-going development of Refugee Futures Vision, Mission & Values (see link on page 4) and Strategy working with trustees, staff, and volunteers; and implementation of the Strategy.
- Lead team of staff and volunteers, enabling them to have regular supervision and appraisals to facilitate their work and development, including through appropriate training.
- Embedding of an inclusive culture, internally and externally, with a commitment to listening to the voices of Refugees and Asylum Seekers
- Oversee and manage Refugee Futures finances working as appropriate with the Chair, Trustee Finance Lead and Finance Administrator, including management accounts, audit preparation/financial reporting, to ensure that Refugee Futures remains financially healthy and complies with its legal obligations, Charity Commission requirements, and good practice.
- Lead and deliver Refugee Futures income generation activities, including building relationships with public sector

commissioners, grant making trusts, donors and supporters, reporting on the use of funds given.

- Ensure organisational clarity on the impact we deliver and work with staff to maintain systems of monitoring and collecting data including recording outputs and outcomes so as to evidence this
- Provide the Board of Trustees, and other stakeholders with timely, clear and comprehensive reports so they can monitor and evaluate Refugee Futures performance and governance.

- Develop and maintain productive and collaborative strategic and operational partnerships with other organisations, in all sectors, including our collaboration with Durham University.
- Develop and implement a communications strategy to promote Refugee Futures work externally developing links with a wide variety of stakeholders.
- Undertake other relevant duties as agreed with the Chair and the Board of Trustees

PERSON SPECIFICATION

Essential experience

The ideal candidate will need to demonstrate that he or she is/has:

- Experience of leading teams of people, and promoting an inclusive culture
- Experience of strategic planning and implementation working with a diverse Board of Trustees.
- Proven success in generating income from a variety of sources, including from trusts and foundations, as well as delivering and reporting on agreed outcomes and the evaluation of services.
- Management experience, including the management of staff, budgets, projects and volunteers.
- An aptitude for, and/or experience of, networking and communicating with a wide variety of stakeholders.
- Experience of working with partner organisations in the voluntary and other sectors

- Understanding of, and commitment to supporting vulnerable people, particularly from within the voluntary sector.

Desirable experience

Candidates should also demonstrate, where possible, that they have;

- Experience of being the leader of an organisation as Chief Executive or similar
- Experience of managing contracted programmes of work, commissioned and funded by a public sector organisation
- Experience of working with, and listening to the voices of, Refugees and Asylum Seekers
- Experience of integrating research into setting direction, reflection and learning and evidencing impact.

KEY COMPETENCIES

The following key competencies will be required;

- A leader, effective manager and team builder who is dynamic, persuasive, and resilient to meet the demands of the role.
- Excellent interpersonal skills, enabling good relationships to be established and maintained with Trustees, colleagues, partners, and other stakeholders.
- An ability to embed and promote an inclusive culture for their organisation, and with partner organisations
- A good level of written and spoken English
- The ability to work creatively and flexibly in a diverse range of situations and with a wide variety of people and organisations.
- An ability to manage competing priorities and a challenging workload.
- Self-motivated, used to working alone without the need for constant support/direction.
- An excellent role model, able to engender an environment of mutual trust and respect.
- An innovator and motivator, able to think creatively and effectively to solve problems.
- An effective team player, able to foster new partnerships, work collaboratively across boundaries and evoke high levels of commitment and performance from others.
- A persuasive speaker, capable of positively influencing a wide range of audiences.

TERMS & CONDITIONS

Salary

£42,000 - £46,000 p.a.
+ 5% pension (full time salary)

Hours

37.5 hours per week – condensed hours or part-time work (minimum 3 days a week) would be considered for the right person

Contract

Permanent following a 6-month probation period

Location

Stockton-on-Tees, with some home working by agreement

LEARN MORE ABOUT US

- [Refugee Futures website](#)
- [Refugee Futures Vision, mission and values](#)
- [2024/2025 Impact Report](#)
- [Our Refugee Futures Team](#)

