

BEACON Team Leader (Interim)

Job title	Interim Team Leader
Area of work	Based in the BEACON office - Touchstone, 4 Easby Road, Bradford, BD7 1QX. The role will also involve some travel to occasional community events within the Bradford District
Reports to	Chair of Trustees
Hours	16 per week to be worked flexibly across a minimum of 3 days, (ideally, including Tuesday) with occasional requirement for out of hours work to attend community events and trustee meetings
Contract	3 months may be extendable
Salary	£30,296 (pro rata); NJC Scale 6 SCP 20
Holiday entitlement	29 days plus 8 public holidays (pro-rata)
Pension	The post holder will be auto enrolled into the NEST pension scheme with a 3% employer contribution

Context

BEACON is a charity founded in 2007 to address the varied needs of people seeking asylum in the Bradford district. Our vision is that the Bradford district becomes a hospitable community where people seeking asylum and refugees are welcome, enjoy access to justice and fair treatment and are supported on their journey to independence and integration.

Job Purpose

The Board of Trustees is seeking an experienced and dynamic Interim Team Leader to support and develop the work of BEACON, during a period of long-term illness of the existing permanent post-holder. BEACON was established 17 years ago to support people seeking asylum through its various projects, which currently are the [BEACON CHAT Conversation Club](#) and BEACON [McKenzie Friends](#)

The Team Leader will have overall responsibility for all areas of work and will report to the Board of Trustees. In order to sustain and develop BEACON, the Team Leader will support and manage the staff team, work with the Finance and Admin Officer to secure funding and build the supporter base, work with trustees, and promote the work of BEACON.

Management

- To be responsible for the day to day running of BEACON and accountable to the Board of Trustees.
- To lead, line manage and support a small staff team, including all aspects of HR and recruitment.

- In conjunction with the Project Coordinators, have oversight of BEACON volunteers, including applications, references, induction, training and support.
- To plan quarterly team meetings to oversee project coordination and partnership working by staff.

Governance

- To implement BEACON's strategic objectives including identifying both risks and opportunities for development to ensure provision meets the needs of asylum seekers in the Bradford district.
- To work with the Finance & Administration Officer to develop a sustainable funding strategy, including identifying short and long-term funding needs and identifying and maintaining sustainable funding streams in order to ensure effective management of the charity's resources.
- To work with the Treasurer, the Finance & Administration Officer, and the Project Coordinators to produce BEACON's annual budget and accounts.
- To work with trustees to develop, maintain and implement effective charity policies and procedures.
- To provide to the meetings of the Board of Trustees reports on matters relating to the charity as requested by the trustees and, in conjunction with the Project Coordinators, on Project updates.
- To provide feedback to BEACON staff on trustee discussions and decisions
- To work with trustees, to plan an Annual General Meeting and Away Day each year.

Communication

- To develop and maintain a public presence for BEACON through its website and social media channels, including liaising with local media.
- To develop publicity materials and arrange printing and distribution. Liaise and work with others in the compilation of the Annual Review report.
- To be responsible for monitoring and evaluation of grant funded projects by maintaining appropriate records and providing funders with required project updates and reports.
- To source data and case studies to contribute to campaigns and strategic reviews on issues affecting asylum seekers.

General

- To regularly attend and contribute to relevant national and local meetings, training and events
- To liaise with Touchstone staff and volunteers regarding use of the premises and facilities management including health and safety issues.
- To be responsible for data management in line with GDPR requirements
- To attend relevant training as and when required, to enhance ability to carry out the role.
- To work in accordance with BEACON's policies, charitable objectives, mission and vision at all times.
- To be flexible as required when undertaking duties that have not been specifically covered within this job description.

Person Specification		E / D
Please refer to the below specification when completing the application form. Applicants will be assessed, in the first instance, based on their completed application form, and subsequently, if called, by interview Key: E = Essential, D= Desirable		
EXPERIENCE		
Experience of managing staff		E
Experience of managing and supporting volunteers		E
Experience of collaborative working and building relationships across a variety of organisations		E
Experience of contributing to identifying sustainable funding sources through grant applications and other fundraising activities		E
Lived experience of the refugee journey		D
Experience, paid or voluntary, of working with people seeking asylum		D
Development and implementation of monitoring and evaluation		D
Experience working with refugees		D
Experience developing services and projects		D
Working for a small voluntary organisation		D
SPECIALIST KNOWLEDGE		
Knowledge and understanding of: safeguarding, confidentiality, data protection, health and safety, equal opportunities.		E
Knowledge and understanding of the issues facing asylum seekers and refugees in the UK		E
Knowledge of the impact of the asylum system specifically relating to refused asylum seekers		D
Knowledge of local asylum and refugee support services		D
SKILLS AND ABILITIES		
Able to work with a high level of autonomy		E
Strong organisational and administrative skills		E
High level of written and spoken English		E
Excellent networking and interpersonal skills		E
Ability to motivate others		E
Ability to work independently and as part of a team		E
Ability to take managerial responsibility.		E
Ability to think strategically and make decisions independently and with trustees		E
Competent with all Microsoft Office packages		E

Strong problem solving skills	E
Using and maintaining websites and social media	D
Public speaking and presentation skills	D
PERSONAL CIRCUMSTANCES	
Able to undertake occasional weekend and evening work	E
DISPOSITION / ATTITUDE	
Interest in and sensitivity towards the needs of people seeking asylum	E
Able to think strategically, make decisions and plan	E
Respect for cultural, ethnic and religious diversity	E
Willing to be accountable to the Trustees of BEACON	E
Willing to undertake training and take part in regular supervision to develop skills and maximise the role.	E
Emotional resilience	E
Sympathy with BEACON's Mission Statement and Objectives	E