



Job Description: Director

Responsible to:	Board of Trustees
Location:	GARAS drop-in centre, Gloucester
Pay:	NJC Scale 35-37 (£44,711 to £46,731, negotiable based on qualifications & experience)
Hours:	Full Time (37 hours per week)
Holidays	25 days, plus bank holidays
Period of Notice:	3 months, on either side

About GARAS

GARAS provides support, advocacy, and integration services for refugees and asylum seekers in Gloucestershire and West Oxfordshire. We offer assistance with legal matters, access to essential services, arrange language support & other dynamic initiatives, to help individuals and families build a new life with dignity and security.

GARAS' vision is a welcoming, inclusive, safe space for refugees and people seeking asylum, where all live free of destitution and have the means and opportunities to realise their full potential. Our mission is to provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to raise awareness and advocate for positive change.

We are a team of 28, both full time and part time staff working across and/or supporting 3 teams: the Advice Team, the Ukrainian Team and the Resettlement Team. There is also a Housing Officer, an Employment Officer, and a team of Therapists.

Job Purpose

The Director leads GARAS in its mission to support refugees and asylum seekers, with a strong commitment to their rights and well-being.

The successful candidate will be an innovative and strategic thinker, who can work with key stakeholders across Gloucestershire and West Oxfordshire to develop and deliver impactful services which navigate complex challenges. The Director is responsible for the strategic direction, financial sustainability, and overall management of the organisation, ensuring GARAS operates in accordance with its values and goals. This requires them to be compassionate, empathetic, resilient and adaptable, with the ability to manage multiple priorities in a demanding environment, and to demonstrate a strong commitment to GARAS's mission and values.

This job description aims to outline the primary duties of the Director but is not exhaustive. The role may require additional responsibilities as needed to support GARAS's evolving mission and goals.

This post is subject to an Enhanced DBS check.

Key Responsibilities

Strategic Leadership and Development

- Provide visionary leadership to advance GARAS's mission and strategic priorities.
- Develop, implement, and review organisational strategy in collaboration with the Board of Trustees.
- Identify and respond to emerging issues impacting refugees and asylum seekers at local, regional, and national levels.
- Build and maintain relationships with local authorities, partner organisations, donors, and community stakeholders.

Organisational and Financial Management

- Ensure the financial health and sustainability of GARAS through effective fundraising, financial planning and budgeting.
- Oversee operational policies, processes and practices to ensure the delivery of high-quality, accessible services.
- Consistently review GARAS's structure, systems, policies and procedures to ensure that these are fit for purpose, compliant with all legal and regulatory requirements and reflect good practice requirements.

- Monitor and report on organisational performance to the Board of Trustees, including financial performance, service delivery, and programme outcomes.
- Secure grants, develop new funding opportunities, and maintain relationships with funders.

Service Delivery and Programme Development

- Oversee the planning, implementation, and evaluation of all programmes and services to meet the evolving needs of clients, staff and the organisation.
- Ensure the delivery of client-centred services that uphold the dignity and rights of refugees and asylum seekers.
- Develop partnerships to enhance the scope and impact of GARAS' programmes and services.
- Ensure all of GARAS' services comply with legal, regulatory, and ethical standards.

Advocacy and Public Relations

- Act as a spokesperson for GARAS, representing the organisation's mission and values to the public, media, and other stakeholders.
- Develop advocacy strategies to promote awareness of refugee and asylum seeker issues within the community and among policymakers.
- Engage with media, attend public events, and foster partnerships to raise the profile of GARAS.

Team Leadership and Development

- Provide inspirational leadership, mentoring, and support to our dedicated team of staff and volunteers, fostering a positive, inclusive, and collaborative work culture and promoting continuous professional development and well-being.
- Provide direct line management to senior staff including development support, coaching, performance management and access to training, and to support senior staff and volunteers to do the same to the teams they manage.
- Ensure, through the senior staff, that all teams have robust work plans and key performance indicators in place which contribute to the achievement of GARAS' long-term strategy and annual plans.
- Run regular all-team meetings to ensure good working practice is shared across the teams.

- Work with the Trustee Board to recruit staff as required for the running of the organisation using fair and equitable systems.
- Work with the Office Manager to ensure effective oversight and resolution of any HR issues.
- Maintain and develop relationships with local Universities to provide opportunities for student placements.

Application Process

We are committed to inclusion and diversity. We welcome applications from everyone who meets or has similar attributes commensurate to the Person Specification and shares our values.

Please email your CV and a covering letter, explaining how your skills and experience align with the role's requirements and GARAS's mission, to chair@garas.org.uk. The closing date for applications is 9am on Monday 14 April 2025.

Shortlisted candidates will be contacted for an interview which will be held on Thursday 1 May 2025. The interview process will consist of:

- a presentation to staff and trustees on a specified topic
- two interviews with different constituent groups

Further information will be sent out to shortlisted candidates.

Application deadline: 9am, Monday 14 April 2025
Interview Date: Thursday 1 May 2025