



## **Person Specification: Director**

### **Essential Skills and Experience**

- Proven experience in a leadership role within the non-profit or public sector, ideally focused on refugees, asylum seekers, or other marginalised or minoritised groups.
- Demonstrated deep understanding of the refugee and asylum process in the UK and associated challenges.
- Strong financial acumen with experience managing fundraising, financial planning, resource allocation, and budgets.
- Excellent interpersonal, communication, and public speaking skills.
- Experience in team management, with the ability to inspire and motivate a diverse team.
- A proven track record of securing funding by preparing and submitting fundraising applications to a range of different sources including major donors, trusts and foundations, regular giving, appeals, events, and community fundraising.
- Experience of managing finances at senior management level including leading on budget preparation, income and expenditure monitoring and forecasting.
- Experience of developing new services and projects including setting realistic and achievable targets and outcomes.
- Excellent leadership, staff and project management skills including the ability to develop and implement appropriate systems and processes, take the lead on operational decision-making and work with the Trustee Board in strategic decision-making.
- Excellent written and verbal communication skills, ability to communicate complex information and issues clearly and coherently and relate to and inspire diverse audiences
- Good understanding of HR matters and experience and proven ability to effectively manage, develop and support staff team members and volunteers
- Ability to develop, manage and build new key stakeholder relationships including stewardship of donor relationships, networking and collaboration (with other third

sector organisations, local and national government, statutory agencies etc.), in the best interest of GARAS's mission and aims

- Highly self-motivated and able to work autonomously, take initiative and make operational decisions.
- Strong IT skills with a willingness to use technology/digital to maximise effectiveness and efficiency.
- Experience of working with a Board of Trustees, knowing when and how to support them and when to ask for their support.

## **Desirable Skills and Experience**

- A degree or similar qualification in Organisational Leadership, business development or a subject related to the work of GARAS.
- Knowledge of local and national networks relevant to refugee and asylum seeker support.
- Strong advocacy skills with a proven record of working with government agencies, funders, and community organizations.
- Experience of working in the asylum seeker and refugee field

## **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](mailto: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**