



Capacity Building Programmes' Manager

FULL-TIME

Salary: 26,076 Inclusive of OLV

The Harrow Refugee (and Minorities) Forum is the umbrella organisation for refugee and minority ethnic and migrant community organisations in Harrow. The Forum provides expert advice and assistance to the BAMER community organisations as well as a unified voice at a local, sub-regional and regional level. The Forum works closely with other Fora in West and Northwest London.

We are looking for an ambitious, dynamic, high calibre and high potential voluntary sector skilful visionary who is able to operate both at operational and strategic level to/AND translate the Forum's agenda for the next three years and beyond. A positive thinker who can transform the current economic adversities to managed and shared opportunities.

Working closely with the Director, Chair, and the Board of Directors you will both head/lead-up an emerging and existing multi-disciplinary task force and drive this ambitious organisation to a successful transformation. You will thoroughly integrate voluntary sector and other business initiatives activities aiming in further sustaining and driving the Forum's ambitious programme while effectively managing and spearhead project-critical relationships with funders and key stakeholders alike. Importantly you will also develop and implement innovative solutions and processes needed to ensure the programmes and project's overall delivery and strongly contribute to our strategic growth and wider Business Plan.

To meet this unique challenge you will need to be an inspirational leader, able to take initiative and drive wide-scale changes through a diverse team of staff and volunteers. You are likely to have a minimum of four years experience and exceptional project management and as well as leadership skills gained both at operational and strategic level. A proven team leader, you will be of strong personality, well versed in directing, influencing, motivating and negotiating with those around you. Able to see a big picture, you will constantly focus on service as you deliver programmes and projects often in demanding conditions and with time constraints.

The post involves some evening and week-end work.

Initially 2-Years Fixed Term Contract with the potential for extension

Please download (www.harf.org.uk) the application pack through the attachment or through the link provided or write to us, The Harrow Refugee Forum, 64 Pinner Road, Harrow, Middlesex HA1 4HZ or e-mail us at info@harf.org.uk

Closing Date: 22nd June 2009

Interviews: Week commencing Monday, 29th June 2009



PS: PLEASE NOTE THAT IF YOU HAVE NOT HEARD FROM US WITHIN THREE WEEKS OF/AFTER THE CLOSING DATE PLEASE ASSUME THAT YOUR APPLICATION HAS NOT BEEN SUCCESSFUL ON THIS OCCASION.



harrow refugee and minorities forum