

**THE HARROW REFUGEE FORUM
(HaRF/The Forum)**

JOB DESCRIPTION

Post:	Capacity Building Programmes' Manager
Salary:	£26,076 pa Inclusive of OLW
Responsible to:	Director/ Board of Directors of The Harrow Refugee Forum
Responsible for:	Capacity Building Programmes/Office Management /Staff Supervision
Base:	64 Pinner Road, Harrow, Middlesex HA1 4HZ.
Hours of Work:	As per contractual agreement
Tenure:	Initially 2 Years Fixed-Term Contract

JOB PURPOSE

The Programmes' Manager will be responsible for the effective implementation and delivery of the Infra-Structure Structure Support, Capacity Builders (Change Up) Programme, Organisational Development, and the Forum's training and capacity building services and initiatives to the Forum's member refugee community organisations (RCOs), Migrants and Black, Asian and Minority Ethnic (BAME) organisations in the region; and will deputise for the Director as necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES

General Management

1. To successfully deliver and manage the Capacity Builders (Change UP), organisational development programmes and other infra-structure support and capacity building initiatives and develop training aiming at our constituting sector;
2. To represent the Board on external bodies and at events as required by the Director or advised by the Chair (or delegated authority);
3. To advise the Forum and member organisations on central government legislation and guidance on immigration and asylum insofar as relevant to the needs of the Forum and the training and capacity building programme;
4. To develop and to maintain good working relationships with Board members and the staff team, and a range of key external contacts, including statutory and voluntary bodies, partners, other forums and umbrella organisations, in order to promote the interests of the Forum;
5. To contribute effectively in establishing organisational work priorities, and in conjunction with the Director to plan and organise own workload in accordance with strategic and operational specifications;
6. To deliver on targets within the framework of the Annual Plan and fundraising plan;
7. To agree and develop performance measures in relation to own work and in line with service level agreements and other funding arrangements, and to assist the

Director in monitoring and evaluating relevant areas of service provision as agreed in the Annual Plan;

8. To assist in the development and maintenance of a database of member organisations and to promote effective participation in the Forum across all sectors;
9. To assist in maintaining and developing the Forum's information as to issues concerning refugees and asylum-seekers and their community organisations;
10. To assist in developing information systems including the Forum's Website and newsletter and bulletins;
11. To assist in developing quality assurance compliance within the Forum;
12. To contribute effectively to policy development, quality standards and good practice of the Forum;
13. To deputise for the Director as required;

Capacity Building of Organisations

14. To carry out the Forum's capacity building of organisations through strategically relevant training and consultative programmes;
15. To devise, develop, deliver, monitor, review, and facilitate as necessary high quality and cost effective training courses, seminars and events;
16. To work on a one-to-one basis with member organisations in developing relevant and agreed individual organisational service planning, work programmes, financial planning, fundraising, performance measures and timetables for implementation and achievement, and necessary amendments to and development of their business plans and management systems;
17. To assist in the development of associate member organisations and help build their capacity in the same manner as existing member organisations;
18. To inform member organisations and work with their personnel in developing compliance with statutory and voluntary standards for advice or casework, such as the Common Inspectorate Framework; and in developing other relevant organisational quality assurance compliance;
19. To facilitate consultative events for advocating awareness and recognition of needs and concerns of community organisations that may help influence policies and decisions that affect their community members;
20. To identify and build alliances and partnerships with key stakeholders that may influence debate and optimise resources for the Forum and its member community organisations;
21. To develop in partnership with relevant agencies projects and specialist support services as required;

Fundraising Initiatives

22. To devise and appropriately support fundraising and capacity-building strategies for member organisations; and in this respect to help groups prepare strategically relevant, high quality and cost effective funding bids;

23. To establish an ongoing database of relevant funders and funding agencies and opportunities and disseminate them to member organisations;
24. To research relevant fundraising opportunities that reflect the needs and sustainability of the Forum, and in consultation with the Director to commission and prepare funding applications for submission to the Chair (or delegated authority) for approval;
25. To prepare and disseminate as required relevant and pertinent information to all member organisations and stakeholders;
26. To liaise with Grant Officers and relevant personnel of funding agencies as appropriate to progress funding opportunities and capacity-building initiatives;

Roles and Responsibilities When Deputising

27. To have a partial and supporting responsibility for the management of the staff team, including communications, programme implementation and development, and monitoring;
28. To ensure that appropriate individual and collective supervision takes place in relation to work priorities, problem solving, and identifying training needs;
29. To undertake appraisals and instigate disciplinary procedures where necessary; and to ensure that the Board takes effective action;
30. To ensure effective implementation in respect of the staff handbook, and that staff time sheets, sickness and leave records are kept up-to-date;
31. To assist the Board in recruiting for relevant posts and in reviewing and initiating job descriptions and specifications in conjunction with the Chair (or delegated authority);
32. To have overall responsibility for implementing agreed financial and strategic planning;
33. To assist the Board in the preparation of an appropriate budget and fundraising strategy, and ensure that finances are monitored against the budget and grant availability;
34. To present financial information in conjunction with the Chair (or delegated authority) and Treasurer to the Board;
35. To ensure, coordinate and prepare as appropriate, relevant funding applications in consultation with the Chair (or delegated authority) and Officers of the Board, in accordance with agreed fundraising and service strategies;
40. To ensure that staff monitor their work and that the appropriate information is submitted to funders;
41. To raise and maximise opportunities for income generation and present proposals to the Board;
42. To ensure in conjunction with the Chair (or delegated authority), Treasurer, and Secretary that annual accounts are audited and presented to the AGM, Charity Commission, Companies House and other relevant parties;

43. To devise and appropriately support fundraise initiatives and strategies for The Harrow Refugee Forum (HaRF) core funding needs; and in this respect to prepare strategically relevant high quality and cost effective core funding bids;
44. To coordinate, devise or appropriately support all fundraising initiatives and strategies for The Harrow Refugee Forum (HaRF); and in this respect to prepare strategically relevant;
45. Co-act as company secretary, advise on and ensure compliance with charity and company law;
46. Ensure the Board, and the charity, operates in accordance with the Memorandum & Articles of Association or its legal governing document;
47. Ensure the effective servicing of Board meetings, including provision of agendas, briefing papers/reports and minutes, as agreed with the Chair of Trustees;
48. Attend Trustees' Board meetings and report on all issues relevant to the key issues as required;
49. Support the Board in recruiting new Board members, organising their induction and identifying as well as addressing their training needs with them;
50. Advise the Board on changes in legislation impacting on the policies and procedures of the organisations and ensure the effective implementation of all policies agreed by the Trustees.

General

51. To comply with quality standards at all times, keeping in mind that the nature of this post is one of continual development and the duties and responsibilities outlined above and below may change from time to time to reflect the changing needs of the organisation;
52. To implement the Forum's Equal Opportunities Policy in all aspects of the work of the organisation;
53. To contribute effectively to team meetings and in staff monitoring and supervision, and to attend and participate in Management Committee meetings as required;
54. To contribute to the overall aims and objectives of the Forum by sharing information and providing reports as required to the Director and the Board;
55. To organise in conjunction with the Director special meetings such as conferences, away-days and stakeholder meetings, including liaison with relevant parties and consultation with Board members as to aims, content and presentations;
56. To commission as required in conjunction with the Director specialist support services, such as evaluation, fundraising and forward strategy, and to determine their specifications and tendering process;
57. To carry out all other tasks and duties that are commensurate with the post as agreed through the Director and as required by the Chair (or delegated authority).

Confidentiality

The confidential nature of the work means that employees working within the function must maintain the strictest security in relation to documentation and ensure that confidentiality is maintained at all times in accordance with relevant Data Protection and associated legislation.

Equality and Diversity of Opportunities

Community members, staff and volunteers are positively encouraged to apply for this position.

The Forum is an equal opportunities employer. No job applicant or employee will be discriminated against unlawfully on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status, political orientation or on the grounds of disability or sexual preference. Selection for training, development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

Health & Safety

The postholder is expected to be aware of and comply with the Forum's Health and Safety Policies.

Political Impartiality

The Forum's membership, users, volunteers and staff and the community it serves as whole come from all different sectors of the political spectrum in their home countries of origin. Also, in Britain, they affiliate into all political tendencies that make the British political system.

Therefore, the postholder will be expected to be sensible and to behave in ways which express political impartiality.

Smoking and Health Policy

The Forum endorses the principle that whether people smoke or not is a matter of personal choice, but where they smoke is a matter of public concern. The policy on smoking and health protects non-smokers and requires that all the Forum's premises are smoke free.

Hours of Work

The postholder is expected to be flexible about working hours. Staff will normally work agreed core hours, however it may be necessary in terms of organisational need to work outside normal hours, at weekends and/or in the evening, for which time in lieu would be available.