



St.
Augustine's
Centre

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St. Augustine's Centre, Hanson Lane, Halifax, HX1 5PG

Dear Applicant,

We are delighted that you have expressed an interest in applying for the exciting and important post of Director at St. Augustine's Centre, Halifax.

As the only specialist charity supporting people seeking asylum and new refugees, who are rebuilding their lives in Calderdale, we are very proud of our work, and passionate about the people we work with.

In this pack we have tried to give you a flavour of the centre and the community it serves, and of the qualities we are looking for in the person who will fill this rewarding role.

Our amazing Director Sara has decided, after 5 years, that it is time to move on to explore new challenges and spend more time with her parents and grandchildren. During that period, she has led significant growth and developed the organisation in conjunction with our skilled and dynamic staff, trustees and volunteers. People with lived experience of the immigration system and forced migration are now represented at all levels of the organisation, bringing so much to our centre and shaping what we do. St Augustine's Centre is in a strong position with great staff and services, clear aims and strategy, robust governance and policies, strong partnerships and an excellent reputation. These strengths will enable the incoming Director to focus on delivering our excellent range of services and activities and secure the resources to continue our work into the future.

If you share our core values of Sanctuary, Community, Diversity, Collaboration and Growth, and are interested in leading our centre into the next phase, do please come and talk to us (our email addresses are below) and consider making an application. We are looking for a special person to lead this unique place and community.

You could be part of what the future holds!

Yours sincerely,

Andrew Jones and Jess Fowle (Co-Chairs of the Board of trustees)

sanctuary. community. diversity. collaboration. growth.



St.
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Centre

We are looking for a
Centre Director

to start by the beginning of March 2025

37.5 hours (5 days) a week

£46,200 per annum

About St. Augustine's Centre

'It is a privilege to work with everyone at St Augustine's - a deep well of humanity and resilience in a world that needs these things so much.' (Miles, volunteer)

'The St. Augustine Centre lays a clear path of hope for each of us. It is my family. Now I can start to live again.' (Besara, Centre Member)

At our vibrant community centre in Halifax, we welcome people seeking asylum and new refugees. Working across Calderdale with partners, we give people the practical support they need to rebuild their lives with dignity, and we offer a range of activities that help them feel happier and more connected.

Together we are building a diverse community which challenges injustice and puts the needs and voices of our Centre Members at the heart of our work.

We are a community of 22 staff (15 full-time equivalent), 150 volunteers, and over a thousand Centre Members from 86 countries. Our 'Centre Members' are people seeking sanctuary in Calderdale. 33% of our staff and trustees and 50% of our volunteers have lived experience of the asylum system; their insights and experiences shape what we do.

We are the only specialist charity in Calderdale that is doing this work. Renowned for our holistic and person-centred approach, we provide a welcoming, safe and inclusive space. Our Centre Members get a warm smile, a respectful listening ear and access to a wide range of services. We do things with, not for people. Whilst being professional in the way we work, we also consider

everyone as part of the St. Augustine's family. This 6-minute film made for Volunteers' Week 2024, gives a sense of how we work: [St Augustine's Centre: Volunteers' Week 2024](#)

We provide regulated immigration advice, and one-to-one support with asylum issues, welfare, housing, health, and access to wider services.

We offer English language classes, information talks, sports and arts activities, trips and volunteering opportunities. We also run a befriending and integration service, and offer awareness raising talks to groups in Calderdale, to help local people understand the issues facing people seeking sanctuary, and how we can support and welcome them.

Our busy centre has a free shop of donated clothes, a hair and beauty salon, chill out room and garden, and we also refurbish bikes and second-hand tech. On Mondays and Thursdays, we provide a cooked lunch at our Welcome Cafe, which is free and open to everyone.

Our current turnover (not including capital developments) is circa £750k a year. 66% of that is salary costs. As our organisation has grown considerably in recent years, our aim is to maintain around the current level of turnover and not grow further.

This [visual document](#) provides more information about day-to-day life at the centre, how we are funded and our staffing structure. You can read more about our team of staff and trustees [here](#) and our latest accounts can be found [here](#).

We believe in

Sanctuary - We provide a welcoming, inclusive and safe space for all, without judgement.

Community - We share food, stories and build relationships together.

Diversity - We respect our differences and celebrate our unique contributions. As equal citizens of the world, we enrich Calderdale.

Collaboration - We do things with, not for, people. We listen to and respond to those who come through our doors. 'Nothing about us without us.' We work in partnership to overcome injustice and inequality.

Growth - We empower one another to uphold our human rights and reach our potential, by learning and thriving together.

You can find out more about us here: <https://www.staugustinescentrehalifax.org.uk>.

Instagram: [@staugustinescentrehalifax](#)

Facebook: [@StAugustinesCentreHalifax](#)

X: [@infostaugs](#)

The role of the Director

Do you have a proven track record as a compassionate and inspirational leader or manager?

Do you have the skills to define and execute strategy, secure funding from multiple sources, build diverse partnerships, and ensure organisational compliance with the law and regulatory frameworks - all whilst overseeing the delivery of front-line services and a wide range of life-enhancing activities?

Do you care deeply about the challenges facing people fleeing war and persecution?

Are you passionate about leading a unique humanitarian organisation which provides crucial practical support – and a deep sense of belonging – to some of the world’s most vulnerable people?

Then this could be the role for you.

This role has a number of key objectives, set out in detail in the Job Description below.

We understand that this role requires a wide range of skills and experience. The essential and desirable requirements of the post are set out in the Person Specification below.

We do not expect all candidates to have experience in every single element of this role – but we do expect them to be a compassionate, charismatic leader with an appetite to learn about everything we do. You don’t, for example, need to have experience in regulated immigration advice, or the detail of health and safety management. But we do expect you to lead a team that can carry out their areas of specialism.

As a flexible employer, we would consider more than one applicant applying as a job share.

Key information

- Full-time: permanent
- 37.5 hours (5 days) a week to start February / March 2025 (no later than the beginning of March).
- Salary of £46,200, subject to an annual pay rise in April 2026.
- 3-month probationary period.
- A handover period (or number of handover sessions) with the current Centre Director.

What can we offer you

- A diverse and inclusive working environment in a friendly organisation. You'll be at the very front and centre of our team, and the most visible face of our wider community of people committed to making Calderdale a welcoming place for refugees and people seeking asylum.
- 7 weeks holiday per annum including bank holidays.
- A free hot lunch at our Welcome Café on Mondays and Thursdays.
- Access to personal wellbeing, training and counselling and professional support fund.
- Flexible working patterns and times including Time Off In Lieu (TOIL), Flexi Time and occasional options to work from home.
- Support for your development.
- Regular support and supervision meetings with the Co-Chairs of the Board of Trustees.
- Employer pension contributions.

Interested? How to apply

1. Read the person specification and job description below to see if you are the right person for the role.
2. **To apply**, download and complete the [application form](#).
3. Provide a **letter no more than 3 sides of A4** setting out why you are interested in the role, what you can bring to it and how you meet the person specification. Please send your letter and completed application form to jess.fowle@staugustinescentrehalifax.org.uk via email: by **Monday 18th November 2024 at 10 am**.
NB Applicants applying as a job share must each complete the full application process and make it clear in the 3-page letter who they are applying with and how they see it working.
4. We will let you know if you've been **shortlisted for an interview by Thursday 21st November 2024**.
5. **Interviews will take place on either Wednesday 27th or Thursday 28th November 2024**. Referees will only be contacted following the interview, subject to being offered the role.
6. Not obligatory, but if you would like to **visit St Augustine's Centre**, come and have lunch, tour and a chat with us on **Thursday 7th November** anytime between 11am and 1pm. To book with us, please contact Jess.

Questions? If you have any questions, we'd welcome an informal conversation at a time to be arranged with you. Please contact one or both of our Co-Chairs of trustees Jess Fowle and/or Andrew Jones:

jess.fowle@staugustinescentrehalifax.org.uk

andrew.jones@staugustinescentrehalifax.org.uk

St Augustine's is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from a range of different backgrounds. Please let us know if we can support you with any access needs in applying for this role. Please note that whilst we are working on improving our physical accessibility, currently both buildings are not accessible by lift beyond the ground floor.

St Augustine's Centre is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. Recruitment of all staff and volunteers is robust and informed by our safer recruitment policy and procedures. Successful candidates will be required to undertake an enhanced DBS.

The job description below is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. We will be shortlisting based on what qualities, skills and experience you bring to the role, outlined in the person specification.

The job description

St. Augustine's Centre Halifax – Job Description			
Job Role		Centre Director	
Employment Status	Permanent – full time.	Hours per week location	37.5 hours (5 days a week) Mainly on-site in Halifax with the option to work from home occasionally.
Salary	Salary of £46,200, subject to an annual pay rise in April 2026.	Holiday Entitlement	35 days a year (equivalent to 7 weeks a year) - including bank holidays.
Line Manager	Board of Trustees.	Line Management responsibility for:	All staff and volunteers but directly: Head of Support, Head of Activities, Premises Manager, Office Manager and Communications Co-ordinator.
Main Objectives			
<ul style="list-style-type: none"> • Provide clear leadership and strategic direction for the whole organisation, in collaboration with the Board of trustees, and with a spirit of positivity and possibility. • Oversee the effective delivery of a diverse range of services, including immigration and asylum advice and a wide range of support and activities. • Ensure the financial sustainability of the organisation including budgeting, monitoring and keeping the organisation well-funded and resourced. • Work collaboratively, compassionately and effectively with trustees, staff, volunteers, Centre Members to inspire and lead an inclusive and enabling culture; including managing staff and overseeing all key processes and policies. • Model our values of sanctuary, diversity, community, collaboration and growth and deliver on our purpose to provide practical support and challenge injustice. • Engage with our Centre Members and amplify their voices at all times. • Manage effective partnerships with voluntary and statutory organisations, funders and donors locally, regionally and nationally. • Ensure that the work of St Augustine's conforms to all legal, compliance, regulatory, charitable and funding requirements. 			
Key Responsibilities			
Strategic and Compliance			
<ul style="list-style-type: none"> • Work with trustees to agree the strategic direction and priorities for the centre, involving staff and Centre Members to ensure that planning is grounded in their needs. 			

- Be the primary link with the Board of trustees, attending quarterly meetings and providing timely and relevant information so they can monitor the centre's work.
- Attend monthly supervision support with the Co-chairs with a reflective practice mindset.
- Attend any professional training and development as identified.
- Ensure that the organisation adheres to all legal and regulatory requirements, including laws relating to charitable status, immigration, employment, health and safety, data protection, protected characteristics, safeguarding and environmental practices, and the centre's own codes of conduct and policies.
- With trustees, manage all risks within the organisation.
- Ensure that all work is carried out in accordance with our organisational values and model our values in practice daily.
- Ensure confidentiality is respected, subject to the provisions of the safeguarding policies and procedures.

Deliver and Develop Services

- Work closely with the Head of Support and Head of Activities to develop and oversee services and projects, in terms of structures, systems, monitoring and reporting whilst ensuring any conditions imposed by funders are complied with.
- Ensure that the views of Centre Members and volunteers are used to effectively refine and shape our work.
- Work with staff and trustees to identify the need for new services and recognise when services are no longer needed.
- Deliver ad-hoc strategic / developmental projects (such as our recent Equality, Diversity and Inclusion review, Organisational Safeguarding audit, possible future building-based developments).

People

- Foster an enabling, inclusive culture where all staff are encouraged to contribute to the development and running of the centre.
- Set, and model, an excellent team dynamic, including promoting strong links between teams and setting a good work-life balance.
- Together with the Office Manager and senior staff, oversee recruitment, induction, training and management of staff – ensuring that all necessary HR and safeguarding measures are in place, and that staff can progress and develop in their roles.
- Deal with any emerging HR issues in collaboration with our specialist HR advisors.
- Promote Equity, Diversity and Inclusion as an integral part of the role and treat everyone with fairness and dignity. Be a member of the Inclusion sub-group.
- Directly manage staff members (currently 5), including regular individual supervision, priority setting, motivation and appraisals.

- Co-lead fortnightly whole team meetings, quarterly senior team meetings and annual away days; and attend Support and Activities team meetings where possible.
- With the Wellbeing sub-group, oversee staff and volunteer wellbeing.
- Demonstrate that our Centre Members are at the heart of everything we do by being visible and friendly.

Impact, Profile and Partnerships

- Build and maintain excellent links with external organisations through formal and informal partnerships, promoting the centre, identifying opportunities for collaboration, delivery, awareness raising talks and sources of income.
- Maintain positive relationships with members of our local community and our neighbours.
- Work at a strategic level locally, regionally and nationally to advocate for the needs and aspirations of refugees and people seeking asylum – always ensuring that the voices of Centre Members are heard, building on their strengths and passions.
- Enable the team to collaborate with external partners (for example the Council and NHS) to deliver inclusive services that meet the needs of people seeking sanctuary in Calderdale.
- Oversee internal and external communications, working closely with the Communications Co-ordinator.
- Ensure quantitative and qualitative data is collected across our services so we can assess impact, make informed decisions to continually improve, and externally share evaluative reports.
- Oversee high-quality, high-impact events which engage people and promote the profile of the organisation.

Finances and Fundraising

- With the trustees, and Finance sub-group, agree and manage the annual and three-year budgets.
- Develop and deliver a coherent income generation strategy including fundraising campaigns.
- Together with senior staff, secure the resources to maintain an appropriate level of service provision.
- Oversee the work of the Office Manager to deliver efficient and well monitored financial systems and procedures, and ensure all donors and funders are appropriately thanked.

Resources and Systems

- With the Governance Sub-Group oversee the development and implementation of new policies, and regular review of existing ones.
- Work with the Premises Manager to ensure effective systems are in place to:

- effectively implement our Health and Safety and Sustainability policies and procedures.
- protect and maintain physical assets and resources of the organisation, including buildings, fittings, furniture and equipment.
- ensure all IT systems are effective, secure and legally compliant – with particular regard to data protection legislation.
- Maintain good relationships with our landlords to ensure a fair rent and effective upkeep of premises and surrounding land.

Continue scrolling to see the person specification.

Person specification – about you

Centre Director		
Attribute	Essential	Desirable
Areas of Experience	<ul style="list-style-type: none"> • Leadership or management of a relevant organisation. • Paid or volunteer experience within a charity / voluntary sector organisation. • Leading and motivating staff / volunteers, with an inclusive culture. • Oversight and delivery of a range of services or projects. • Financial management, constructing and reporting on budgets. • Fundraising / income generation from multiple sources. • Governance (working to a board), legal compliance and risk management. • Building strong partnerships with voluntary and statutory organisations. • Strategic planning and implementation. • Monitoring impact and outcomes. 	<ul style="list-style-type: none"> • Leadership or management of a charity / voluntary sector organisation. • Experience in leading a diverse team of staff and/or volunteers. • Working or volunteering with people seeking asylum and those who have recently been granted Leave to Remain. • Managing a community building. • Overseeing communications for an organisation or project. • Experience of involving those with lived experience of a situation in the design, delivery or evaluation of services. • Database and CRM systems. • Lived experience of asylum/immigration systems in the UK.
Knowledge Skills, and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to warmly engage with others. • Excellent verbal and written communication skills with a wide range of stakeholders. • Strategic and decisive thinking. • Well organised with the ability to prioritise a wide-ranging workload. • Strong administrative and IT skills (Microsoft Office 365, Teams, WhatsApp, etc.). • Safeguarding policy and procedures. 	<ul style="list-style-type: none"> • The asylum and immigration system and legal frameworks in the UK. • Calderdale-based statutory and voluntary sector organisations. • Connections with regional and national migration sector networks and organisations. • Facilitation of teams/groups. • Understanding of GDPR and data privacy. • HR systems.

		<ul style="list-style-type: none"> • Effective public speaking.
Personal Qualities	<ul style="list-style-type: none"> • Supportive of the aims, values and ethos of St Augustine’s Centre, with a strong commitment to equity, access, inclusivity and respect for diversity and anti-discriminatory/anti-oppressive practices. • Passionate about supporting and working alongside people fleeing war and persecution, so that our services are shaped by them, and their voices are amplified wherever possible. • Motivated and proactive whilst also able to model a good work life balance. • Flexible, and prepared to listen to others' points of view, but decisive and clear on boundaries, open to ideas, committed, enthusiastic and friendly. • Adaptability to ever changing circumstances which are often beyond our control (such as changes in statutory policy and practice), with an ability to find creative solutions in navigating change. • Committed to personal development, learning and reflective practice. 	