



Job Description: Chief Executive Officer

RESPONSIBLE TO: Chair of trustees

HOURS: Negotiable, between 3 - 5 days per week

SALARY: £35,000 pro rata plus 5% pension contribution

CONTRACT: Permanent.

APPLICATION DEADLINE: 12 Noon 1st October 2020

Welcome Churches is seeking an exceptional new leader with a passion to empower churches to support refugees and asylum seekers and an integrated approach to faith and leadership. There is therefore an occupational requirement for the CEO to be a practising Christian.

Welcome Churches works right across the UK to help churches welcome and empower refugees, connecting them into church and community. Our vision is for every refugee to be welcomed by the local church. We do this by equipping and resourcing churches and connecting them to our national Welcome Network of churches committed to welcoming refugees. As well as enabling churches to run award winning projects like Welcome Boxes, we train churches to support, disciple and include refugees in all aspects of church life. In just a few years our Welcome Network has grown to 65 churches across the UK and this number is increasing every month.

Refugees and asylum seekers in the UK are a very transient people group. Often through no choice of their own, they can be required to move to a new part of the UK at very short notice. This can be very unsettling for individuals who often have experienced trauma and find themselves in an unfamiliar environment with no support around them. By being connected to a local church, they are able to make local friends more quickly and find a place to belong. This is often in the church community itself and many refugees and asylum seekers enjoy strong friendships with Christians in UK churches, with many coming to faith in Jesus too. We are committed to empowering refugees through our refugee leadership programme and helping churches support refugees with trauma, through our Trauma Hub.

Over the last year we have established a national Welcome Network (network.welcomechurches.org) which enables newly-arrived refugees and asylum seekers to be referred to a local church who will welcome them to the community. The Welcome Network is a key component of our charitable activities, enabling refugees to be easily and quickly connected with a local church. We believe every church can do something to welcome refugees, whether that's taking a Welcome Box to a newly arrived family, running a Welcome Holiday or simply helping connect refugees into their activities and community.



Context

With our founding CEO moving on to pursue postgraduate study, the Board of Trustees is seeking a dynamic leader to grow Welcome Churches in this next phase of its development. We want to be led by our Christian vision and values, working in partnership with local churches to see God's love demonstrated to every refugee arriving in the UK.

- We want a CEO who will infuse the organisation with confidence, vision and a clear strategy for the future.
- We want to serve the needs of refugees by listening and including refugees in all areas of the charity.
- We want to respond to churches requests to help them develop their ministry to refugees.
- We want to actively partner with other organisations who share our aims and values.
- We want to see an organisation run with faith, love and excellence and to steward well the resources we've been given.

The next CEO of Welcome Churches will have proven senior leadership experience with a track record of growth, faith filled decision making, team building and strategic leadership.

Role Description:

As CEO, you will provide strategic leadership to the organisation, motivating and leading the Welcome Churches team of staff and volunteers. You will be responsible for overseeing the organisation's financial and legal responsibilities and the day to day running of the charity. Working closely with the board of trustees, you will develop the organisation's long-term strategy, budget and business plan and ensure it complies with the law and charity regulations. Acting as an ambassador for Welcome Churches, you will provide a public face for the charity, building relationships with key stakeholders including churches, Christian organisations, trusts, major donors and Christian media.

Responsibilities:

- Provide leadership and direction to the staff team
- Maintain the spiritual life and values of the organisation.
- Ensure the staff have training, support and resources to enable them to carry out their role and develop their skills.
- Prepare a strategic plan and annual budget for approval by the board of trustees.
- Ensure the quality and growth of existing programmes and the development of new initiatives.
- Operate within the annual budget and ensure management and HR policies are up-to-date.
- Establish and monitor key indicators of the organisation's impact and financial health.
- Work with trustees to recruit new team members.



- Build relationships with key stakeholders in order to advance the organisation's aims.
- Represent the organisation at external events and publicity opportunities.

- Maintain awareness of risks and changes in the external environment that affect the organisation.
- Build an effective working relationship with the chair of the trustee board.
- Supply regular reports to the trustee board and attend trustee meetings when required.
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities.
- Establish mechanisms for listening to the views of refugees and churches on the charity's performance.
- Deliver the organisation's business plan.
- Ensure a sustainable income from a range of sources including individual donors, grants, enterprise and fundraising campaigns.
- Represent the organisation to the media and give interviews.
- Improve and expand the service we provide to churches and refugees across the UK

Person specification:

We are seeking an exceptional leader with a passion to empower churches to support refugees and asylum seekers and an integrated approach to faith and leadership.

You will:

- bring a clear sense of personal calling and conviction to the role.
- have a servant-hearted authenticity and demonstrate the highest levels of integrity in all you do.
- have the ability to inspire people through your example and your words.
- think and act innovatively, strategically and boldly.
- have the skills to inspire behaviour which supports our values and culture and confidence to challenge attitudes which are contrary to them.
- be able to listen to the needs and experiences of refugees and churches to improve the delivery of our charitable aims.

Key skills

- **Leadership skills:** Passion and energy to motivate staff and volunteers.
- **Advocacy skills:** To promote Welcome Churches aims, effectively in the public realm.
- **Excellent interpersonal skills:** Able to build relationships with a variety of people, from trustees, beneficiaries, volunteers and staff members to church leaders, partners and funders.
- **Financial acumen:** Able to set and operate a budget.



- **Entrepreneurship.** Motivated to develop new areas of work to help our beneficiaries and enterprising activities that provide a surplus for the organisation.

Qualifications

Essential: An undergraduate degree with transferable knowledge or skills. The right to work in the UK. Desirable: A master's degree in leadership, management or other relevant area.

Relevant Experience:

Essential: Successful leadership in a senior management or organisational leadership role. Worked closely with or on a trustee board. Worked for, or closely with, a charity or voluntary sector organisation.

Desirable: Experience of working in the church, Christian or refugee sectors.

Salary

£35K pro rata

Hours Negotiable: 3 days - full time

To apply please send your CV and a covering letter, detailing how you fit this position.

As part of the recruitment and selection process Welcome Churches will take up two references. Please email your application to the Chair of Trustees Mark Mumford:

mark.mumford@emcf.net