Post	Chief Executive Officer
Hours	30 hours; over 4 or 5 days
Salary	£40000 (FTE £50000)
Contract	Fixed term until 1 August 2028, due to fixed-term funding
Location	Office-based at Wesley Hall, Feilden Street, Blackburn, BB2 1LQ, with visits to other locations in Blackburn and Darwen. Some home-working possible.
Reports to	Board of Trustees
Closing date	11.59pm, Sunday 13 December 2026
Interviews	Two-stage interview - Online interview on a rolling basis; face-to-face interviews week commencing 14 December 2026
How to apply:	www.charityjob.co.uk

About ARC Blackburn

ARC Blackburn (Asylum and Refugee Community Blackburn, registered charity 1188910) is a small charity based in the heart of Blackburn and the lead organisation in Blackburn with Darwen working with people seeking asylum and refugees. Since 2004, we've worked alongside people seeking safety and those recently granted refugee status, providing a safe space, practical support and opportunities to rebuild their lives with dignity and hope.

We believe in community-led support. Much of our work is shaped and delivered by volunteers, many of whom have lived experience of the asylum system. Our services include casework support, a weekly social drop-in, English classes, volunteering opportunities, community activities and awareness-raising sessions, including our Building Bridges programme.

ARC is known for its welcoming atmosphere and strong community spirit. As we grow and strengthen strategically, we are entering an exciting new chapter focused on our impact and sustainability.

We work in partnership with other charities supporting asylum seekers and refugees, such as DARE and Kairos Housing. We also work closely with Blackburn with Darwen Borough Council.

About the role

This is a strategic leadership role: you will set ARC's direction, bring in the income we need and keep us well governed and financially strong.

Our Operations Manager leads day-to-day service delivery and the operational team, so you can focus on strategy, funding, finance and partnerships. You will line manage the Operations Manager and work closely with the Chair and Board of Trustees.

This role is ideal for someone with strong leadership skills, a commitment to social justice and the ability to work collaboratively with a wide range of people, from trustees and funders to staff, volunteers and the communities we serve.

Key responsibilities

Strategy and governance

- Develop and deliver ARC's strategy with the Board of Trustees.
- Prepare management and financial reports for trustee meetings and support good governance.
- Keep policies, risk management and compliance up to date, including safeguarding and data protection (GDPR).
- Act as ARC's Designated Safeguarding Lead, making sure safeguarding concerns are responded to, recorded and reported appropriately.
- Line manage the Operations Manager and lead a positive, supportive staff culture.

Income generation

- Lead fundraising from trusts and foundations, statutory contracts, corporate partners and individual donors.
- Write and manage funding bids to close gaps in our current funding and build a pipeline that secures ARC's long-term future.

Funder relationships and reporting

- Manage relationships with key funders and commissioners.
- Diversify ARC's income by networking and building relationships with organisations across different sectors.
- Report on outcomes and spending to funders, accurately and on time.

Finance

- Set and monitor budgets, cashflow and restricted and unrestricted funds.
- Authorise spending and manage day-to-day finance processes, including expenses and reconciliations.
- Oversee payroll administration with our payroll provider, including contracts, salary reviews and pension contributions.

- Work with our external accountants and auditors on the year-end accounts and audit.

Partnerships and representation

- Represent ARC with the local authority, partner charities, funders, businesses and the wider community.
- Build strategic partnerships that grow ARC's reach and influence.
- Maintain ARC's network memberships, such as the Chamber of Commerce and NACCOM, including attending their events.

Systems and digital

- Act as system administrator for Lamplight, our case management system, including data quality and reporting.
- Keep ARC's website up to date.

HR

- Lead on HR, including recruitment, contracts, and policies.
- Manage staffing issues fairly and in line with ARC's policies, including performance concerns and grievances.
- Support the development of staff and volunteers.

What we're looking for

Essential

- Senior leadership or management experience in the voluntary, community or public sector.
- A track record of securing grant or contract funding and reporting to funders.
- Charity financial management experience, including budgets, cashflow and restricted funds.
- Experience using accounting software.
- Experience of working with a board of trustees or similar governance.
- Experience of line managing staff.
- Knowledge of safeguarding adults and children, and willingness to complete Designated Safeguarding Lead training.
- Excellent CRM or database skills, including managing records, users and reports.
- Confident updating existing website content.

- Excellent written communication, including bids and reports.
- An understanding of the challenges facing refugees and people seeking asylum, and a commitment to ARC's values of welcome and inclusion.

Desirable

- Lived experience of migration or the asylum system, or strong links with communities in Blackburn with Darwen.
- Speaking one or more languages used by the people we support.
- An accounting or finance qualification, or equivalent experience.
- Experience of claiming Gift Aid.
- Experience of working with the Immigration Advice Authority (IAA), such as registration or accredited advice.
- Experience of Expense Plus.
- Experience of Lamplight or another charity case management system.
- Experience of using Canva.

What we offer

- 25 days' annual leave plus bank holidays, increasing with service.
- Flexible working hours.
- Workplace pension.
- The chance to lead a well-respected local charity that makes a real difference to people's lives.

How to apply

Please apply via CharityJob by 11.59pm on Sunday 13 December 2026. Send us your CV and answer the short application questions on CharityJob, telling us how your experience matches what we're looking for.

There will be a two-stage process. We will review applications as they are received and invite candidates to an online conversation on a rolling basis, so please apply as soon as possible. Candidates who progress will be invited to a face-to-face interview in Blackburn, which will include a presentation and task.

Start date: as soon as possible.

For an informal conversation about the role, contact Holly Morgan, holly.morgan@arcblackburn.org.uk, 01254 690282

If you need any adjustments to apply or attend an interview, please contact Holly Morgan.

Additional Information

Health & Safety

The post holder is responsible for becoming familiar with ARC's Health & Safety Policy and procedures, including evacuation procedures, and for carrying out work in a manner that does not expose themselves or others to unnecessary risk.

Flexibility

In order to deliver services effectively, a degree of flexibility is required and the post holder may be asked to undertake duties not specifically detailed above. Such duties will fall within the scope of the role and will be discussed as part of regular supervision and review.

Equal Opportunities Statement

As part of its recruitment policy, ARC intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, gender identity, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Appointment is subject to right-to-work checks, references and DBS check.

We are part of the Experts by Experience Employment Initiative (www.ebeemployment.org.uk). The network supports inclusive recruitment of people with lived experience of the UK asylum or immigration system. If this is your experience, you can find useful resources on the EBE website.