CARE4CALAIS CEO CANDIDATE INFORMATION PACK

WELCOME LETTER

Dear candidate

This is a critical time for the future of refugee rights in the UK. Successive Governments have created an increasingly hostile environment and sought to undermine the 1951 United Nations Refugee Convention and international Human Rights jurisprudence designed to protect those seeking safety from persecution, rather than by a fair evaluation of need. The changes brought in by the new Nationality and Borders Act are momentous and will lead to further loss of life for those whose desperation drives them to attempt dangerous channel crossings. Opposing these changes and other draconian laws and regulations are core parts of Care4Calais' mission.

Care4Calais is built on three guiding principles: firstly, that to be silent in situations of injustice is to be complicit; secondly, we carry out missions that are not being achieved by others; and thirdly that offer solidarity and humanity to those in need without judgment.

These principles have consequences: to speak out against injustice requires courage as we are challenged by those with power; the missions no one else takes are often the toughest; and helping without judgment is not always popular. To join our team you must have a fundamental commitment to these values, and the courage and strength to be a fearless advocate for them.

The vast majority of Care4Calais' funding comes from personal donations from ordinary people who share our values. A large part of this comes from people on low incomes. We are supported by trade unions, schools, churches and work places where ordinary people both donate individually and run collections, raffles, talks and cake sales because they want to help refugees. It is incredibly powerful and also a great responsibility.

This is also a critical time for our charity. In the last two years we have seen exponential growth. We have been working hard to put in place the systems and structure to support and sustain that growth. We are about to start a strategic review which will inform our direction and shape of our work for the next three years. Implementing the results of the review will be a key focus for the coming year.

We need a leader who is able to inspire our volunteers to expand Care4 Calais effectiveness in providing solidarity and humanitarian support for refugees. A leader who is able to mentor and develop an inclusive, supportive culture for staff. A leader who is a advocate for the right of refugees and who is able to make an important contribution to challenging the prevailing narrative of hostility.

If, having read the above you think this might be the role for you I look forward to meeting you soon.

Yours in Solidarity

Wilf Sullivan

Chair of the Board of Trustees

ABOUT US

Who we are

Care4Calais is a humanitarian charity powered by volunteers delivering essential aid, support and solidarity to refugees living in the UK and Northern France. We believe in a fair and just British society and advocate for a welcoming and inclusive attitude towards refugees.

Operating year round, our focus is to provide warm clothing, bedding, food and medical assistance to people in desperate need. We also provide social support and interaction, including language lessons and sports and music workshops.

We are not politicians; we are ordinary people like you who believe that everyone deserves to be treated with dignity. We are on the ground with the refugees every single day and are respectful of their common humanity to provide solidarity and be responsive to their wishes and needs.

We use our on-the-ground presence and relationship with the refugee community to provide the much needed help that other organisations are not able to.

We also work with research and media organisations to advocate for a welcoming and inclusive attitude towards refugees and asylum seekers.

We have hosted thousands of volunteers, politicians, journalists and campaigners at our centre in Calais and are involved in a number of campaigns aimed at influencing the public's perception of refugees.

WHAT WE DO

Calais – Direct Aid

We provide essential aid to refugees living in and around Calais. They are sleeping rough in the worst conditions and are not allowed to even have tents for shelter from the elements. Their sleeping bags and possessions are regularly confiscated by the police as, since the closure of the 'Jungle' camp in October 2016, the authorities are determined to prevent another permanent camp from reforming.

UK – Direct Aid

When asylum-seekers arrive in the UK they are often housed in large hotels and camps while waiting for their claims to be processed. Last year we provided support to refugees in 139 hotels and large accommodation sites. They are often lacking in the basics – a pair of shoes, a winter coat, wholesome food and toiletries . Our 60 Care4Calais UK volunteers groups help to provide as much of this as they can, as well as being a friendly face and giving assistance with more complex health or immigration issues.

UK – Access to Legal Support

Care4Calais' Legal Access Department is an access to justice project that exists to support people seeking asylum in the UK by facilitating access to legal representation and offering holistic support throughout the asylum process. The Department, made up mostly of specially trained volunteers, has continued its work to ensure that its clients are informed about the asylum process, empowered to make decisions on their care, and supported to lead meaningful lives in the UK.

Calais/Dunkirk

Since April 2017, when the camp at Dunkirk burnt down, there have been refugees camping in the woods and fields in this area. They include Kurdish, Afghan, Sudanese and others from war torn and destabilised parts of the world and include many families with small children. Care4Calais visits the sites regularly to deliver direct aid, charge mobile phones, bring hot tea, and food packs, and to engage in social activities with the refugees.

THE ROLE

Care4Calais is recruiting for a committed Chief Executive to lead our dynamic and innovative charity following a period of rapid organisational growth. This is a critical time for the future of refugee rights in the UK and Care4Calais has a demonstrable part to play in influencing it. We are looking for someone who is passionate about the rights of some of the most vulnerable people in the world and is capable of both fighting for and protecting them.

We believe that silence in the face of oppression is complicity, so we speak out on behalf of our beneficiaries; we help those who do not have anyone else; and we help without judgment, only humanity. We are looking for a Chief Executive who is committed to our vision of a world where refugees have a safe home and bright future.

The Chief Executive, in liaison with the Board of Trustees, will provide strategic leadership of Care4Calais, managing the delivery of humanitarian aid and services across the UK and Northern France. The CEO will continue work to embed processes and procedures that consistently meet our best practice model and ensure volunteers and staff are committed to the charity's values.

In collaboration with the Board of Trustees, the Chief Executive will have a lead role in shaping our strategic vision and delivering our advocacy work, always fearlessly representing the best interests of our core group of beneficiaries, currently being those refugees and displaced people, including those in northern France and the UK.

KEY RESPONSIBILITIES

Role Overview

The Chief Executive Officer (CEO) will provide strategic leadership and operational oversight for Care4Calais, ensuring the charity delivers on its mission with integrity, impact, and financial sustainability. The CEO will act as the principal spokesperson for the organisation, lead a growing staff and volunteer base, and work closely with the Board of Trustees to shape long-term strategy.

This is a high-profile role suited to someone who combines strong values-driven leadership with proven operational and organisational management skills.

Key Responsibilities

Strategic Leadership

- Develop and implement the charity's strategic plan in partnership with the Board of Trustees.
- Set organisational priorities that balance frontline aid delivery, advocacy, and long-term sustainability.
- Represent Care4Calais' mission and values consistently across all areas of work.

Operational Management

- Oversee day-to-day operations across the UK and France, ensuring efficient and effective delivery of aid and services.
- Lead, mentor, and develop the senior management team.
- Ensure robust safeguarding, health and safety, and risk management practices are embedded across the organisation.

Financial Sustainability

- Hold overall responsibility for the charity's financial health, including budgeting, reporting, and financial controls.
- Work with the fundraising team to diversify and grow income streams, including major donors, grants, and public fundraising.
- Ensure compliance with Charity Commission requirements and relevant regulatory bodies.

External Relations & Advocacy

- Act as the primary public face and spokesperson for Care4Calais with media, government bodies, donors, and partner organisations.
- Build and maintain relationships with policymakers, NGOs, and coalition partners to advance the charity's advocacy goals.

- Represent the charity at conferences, in the media, and in public forums.

People & Culture

- Foster an inclusive, supportive culture for staff and the large volunteer network that underpins the charity's work.
- Oversee recruitment, retention, and development of staff and key volunteers.
- Champion the wellbeing of teams working in demanding and emotionally challenging environments.

Governance

- Report regularly to the Board of Trustees on organisational performance, risks, and strategic progress.
- Support good governance practice and ensure the Board has the information needed to fulfil its duties.

Person Specification

Essential

- Significant senior leadership experience at CEO level or at an executive level in a larger organisation within the charity, NGO, or humanitarian sector.
- Demonstrable experience managing complex operations, including cross-border or multi-site work ideally having worked with a French entity
- Strong financial acumen, including budget management and income generation.
- Excellent communication skills, with experience acting as a public spokesperson or media representative.
- A genuine commitment to refugee rights, anti-racism and humanitarian values.
- Experience working with and reporting to a Board of Trustees.
- Ability to lead through complexity, ambiguity, and a fast-changing political and operational environment.

Desirable

- Experience working directly with refugees, asylum seekers, or other vulnerable populations.
- Knowledge of the UK and European asylum and immigration policy landscape.
- Experience managing volunteer-led or volunteer-heavy organisations.
- Fluency in French or other relevant languages.

TERMS AND CONDITION

Salary: £80,000

Reporting to: The Board of Trustees

Location/Base: Home based with regular visits to UK locations and France

Hours: 40 Per week**.** However, the Chief Executive is expected to work such additional hours as necessary for the proper and efficient performance of their duties. In particular, as Care4Calais is predominantly a volunteer organisation, the Chief Executive will occasionally need to work evenings and/or weekends. Volunteer and Board meetings can take place outside 9am – 5pm.

Annual Leave: 28 days

SUBMITTING AN APPLICATION

For an informal and confidential discussion regarding this role, please contact the Chair of the Board of Trustees.

To apply, please send your CV and supporting statement outlining how you meet the criteria for the role in Word format quoting "Care4Calais" in the subject line.

We would recommend that your supporting statement is no longer than 2 pages in length.

Recruitment Timetable

Closing Date for Applications 11th December 2026 4.00pm

Interviews: Week beginning 11th January 2027