



Organisation:	Social Workers Without Borders
Job title:	Chief Executive Officer
Hours of work:	30 - 37.5 hours negotiable. Working with volunteers requires flexibility in working hours, including regular evening and weekend working to accommodate volunteer availability.
Contract:	Permanent, subject to funding
Starting Salary:	£50,000 pro rata
Annual leave:	25 days plus bank holidays, pro rata
Pension Scheme:	6% employer pension contribution
Location:	Working from home, UK.
Reporting to:	Board of trustees
Benefits:	<ul style="list-style-type: none">- Professional development opportunities- Regular professional supervision from the board of trustees + external supervision/coaching- Access to training and CPD opportunities to support Social Work England registration requirements

Dear Applicant,

Thank you for your interest in this role with Social Workers Without Borders.

Social Workers Without Borders are proud to be a member of the [Experts by Experience Employment Network](#), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use their [information and resources](#) which may help in preparing your job application.

If you have direct experience of the immigration or asylum systems, we particularly want you to apply. We're committed to support you to develop in this role and if you want to ask any questions or have a chat before you decide to apply, please get in touch with Roaa via email at office@socialworkerswithoutborders.org

We are particularly interested in applications from:

An exceptional social worker able to lead a small team with values-led, anti-oppressive and anti-racist practice

OR

A leader rooted in the migration sector who understands and champions social work with people impacted by borders

Please read all of the documents in the recruitment pack below and return the application form by email to office@socialworkerswithoutborders.org

We will keep this post advertised until we are able to appoint the right candidate and we will arrange interviews for suitable candidates as we receive applications.

Applicants are encouraged to apply without delay. For those shortlisted, pre-interview tasks are detailed below.

Included in this Recruitment Pack

- **About Social Workers Without Borders**
- **Purpose of the Managing Director role**
- **Main Tasks and responsibilities**
- **Person Specification**
- **Information about the application process**
- **Application form**

About Social Workers Without Borders

Social Workers Without Borders is a social work charity working for migration justice. We believe social workers should work in solidarity with people impacted by borders. We mobilise a network of social workers and social work students to practice in a way that is rights-based, upholding the inherent dignity, worth and humanity of every person.

Social Workers Without Borders provide independent social work reports for people impacted by immigration policy, this includes children, families and adults. Most of our reports concern children's welfare and we are frequently instructed to give expert evidence for immigration decisions that could separate families.

Our Story

Social Workers Without Borders was formed in March 2016 in response to the injustice faced by displaced people in Northern France and Greece. Social workers mobilised and went to Calais and to Leros, where they put their social work skills to use by delivering vicarious trauma training, building safe spaces and completing social work assessments as evidence for separated children's applications to enter the UK.

Our experience of completing social work assessments for separated children in Northern France highlighted a crucial need for this kind of expert evidence for immigration decisions. Social Workers Without Borders registered as a UK charity in 2017, and since then we have gone on to provide independent social work reports for people across a broad range of immigration and asylum matters.

Our purpose, vision and values

Everything we do at SWWB is to ensure we achieve our charitable objectives:

Social Workers Without Borders (SWWB) was established for the public benefit to relieve need and to promote the physical and mental health of refugees, asylum seekers and migrants in the UK and internationally by:

- Providing excellent social work services
- Promoting excellence in social work practice and developing a model of social work practice with refugees, asylum seekers and migrants
- Providing education and training to social workers and others working with refugees, asylum seekers and migrants

Our vision is for social work practice that upholds social justice and human rights. Social work should not be complicit with harmful immigration policies. A person's immigration status should not determine the quality of support they receive from social workers.

We use our social work practice to promote the best interests and voices of those impacted by immigration and asylum law to decision-makers.

In order to achieve this, we are committed to our organisational values:

Migration justice:

Supporting people's access to justice; striving for a world where people are not harmed by borders and immigration policy. Challenging systemic injustice.

Solidarity:

Taking an intersectional approach to anti-oppressive practice. Embedding anti-racism in everything we do.

Collaboration:

Working together as a collective of social workers and allied stakeholders. Lending our social work expertise to the migrant justice sector.

Excellence:

We are independent and impartial; we provide and model evidence-based, professional services. We are accountable to our beneficiaries, our professional standards and ethical frameworks.

Rights-based:

We recognise and uphold the inherent dignity, worth and humanity of every person.

Respect:

We take a trauma-informed and empathetic approach to how we work with people. We make person-centred decisions. We do social work with people, not to people.

Our Work

Expert Witness Services: We provide independent social work reports to be used as expert evidence in immigration and asylum matters. These reports are the outcome of a specialist social work assessment and make recommendations about a person or family's needs, safety and welfare. Our reports provide rigorous and impartial professional analysis, adhering to the professional standards of our social work regulator (Social Work England) and the duties set out in the Practice Direction for the Immigration and Asylum Chamber of the First-tier Tribunal.

We operate a broad referral criteria, and take a person-centred approach to the delivery of our service. We provide evidence for a range of case types, including family reunion, parental deportation, deportation of young people, asylum applications and appeals, family visas, age disputes, adults with complex needs and undocumented children and families.

Our team of Specialist Social Worker are experienced social workers who specialise in preparing expert evidence. Specialist Social Workers supervise and support a team consisting of a lead social work assessor and a supporting social work assessor. The lead social work assessor must be a registered social worker and this role is allocated to the person with the most relevant professional experience. The role of supporting social work assessor is usually allocated to new volunteers, or newly qualified social workers or social work students.

We pride ourselves on producing high quality reports that are well received by the judiciary. Producing an independent social work reports requires a lot of time and skill. By operating a robust supervision, review, and quality assurance process we maintain high standards whilst also offering practitioners the opportunity for professional learning and development.

The contribution made by our network of volunteer social workers is outstanding, and we would not be able to do the work that we do without the committed support of so many excellent social workers and social work students.

Campaigns: Our campaigning sits at the intersection of social work practice and immigration and asylum policy. In recent years, a series of legislative changes have intensified the UK's 'hostile environment' strategy, embedding border controls into nearly every aspect of daily life, including into social work practice. As a social work led charity we are increasingly concerned about the way the language of 'safeguarding' is used to justify harmful, punitive immigration measures.

We use our professional expertise, values and ethics to strive for a world where people have fair and equal treatment regardless of their immigration status. We believe social workers should be allies in the movement for migration justice. We mobilise social workers to come together, organise, resist, and make change.

Education: Frequently social work is co-opted into enforcing hostile immigration policies. We do not believe this is consistent with social work's core values. Through education we inspire social workers to be allies in the struggle for migration justice; to uphold a model of

social work practice that is grounded in principles of human rights and social justice, and congruent to the profession's ethics, standards and the [IFSW definition](#) of social work.

We have identified a significant gap in social work education and training in relation to working with people who are impacted by immigration control. Our education makes an offering to help address this gap, though we recognise the need for systemic change to ensure that social workers are better equipped to support members of our communities who are impacted by borders.

We believe in the transformative potential of education. We know that when social workers have the opportunity to develop knowledge and skills, and to reconnect with our value base, this has a positive impact on how social work is practised.

Our Staff

Our current staff structure includes: CEO; Operations Manager; Head of Expert Witness Service; Head of Education and Volunteering, and 2 Specialist Social Workers. We are a small, but effective team! We offer a friendly and supportive working environment. We want to nurture staff to develop their knowledge and skills and follow their interests and ambitions.

The purpose of CEO role

- 1) Hold operational oversight and ensure delivery of the strategic objectives.
- 2) Be responsible for the financial health of the organisation, including managing the budget and fundraising.
- 3) Have oversight of the governance of the organisation.
- 4) Represent the organisation to external organisations and the wider sector.
- 5) Represent the values and culture of the organisation both internally and externally.

Our work:

- Education: The group is managed by our volunteer coordinator but will require managing director involvement in planning training resources and delivering more complex sessions.
- Campaigns: The CEO will lead on campaigning work, including report writing, taking part in research, contributing to sector-wide joint statements, and oversight of our social media.
- Expert Witness Service: The CEO will manage our head of direct work, and use our work to lead campaigns and ensure we are working towards our organisational strategy.

Core Responsibilities

Strategy and Governance

- Strategy

Support the Board of Trustees in setting the strategic direction for SWWB including its vision, mission and values, working with the SWWB team to ensure that implementation is aligned to strategy and charitable purpose, reporting back against strategic priorities each quarter. Be the driving force of the organisation's aims.

Monitor, evaluate and report on organisational services, projects, and developments.

Represent the organisation through external stakeholder networking, building relationships externally, updating social media and sharing SWWB's view on changes to legislation and impact on our work.

Maintain knowledge and expertise related to migration justice and advise the board with appropriate information on all relevant matters. Ensure we are providing good information to beneficiaries and others.

Finance

- Income generation

Being responsible for the overall financial health of the charity including developing, overseeing and monitoring an effective programme of income generation and diversification.

- Managing budgets

Work with the Treasurer and Operations manager to ensure timely preparation of annual budgets and to closely monitor spend against budget, review cashflow and budget re-forecasts with budget holders and ensure reports are prepared for Board review.

- Financial administration

Work with the Treasurer and Operations Manager to maintain and develop SWWB's accounting systems, financial controls and procedures.

Organisational Health

- Staff management and wellbeing

Provide support and management to all staff

Oversee all recruitment and team building activity

- Embody and uphold organisational values

Ensure a culture of consultation and feedback across different stakeholders.

Support SWWB to grow and develop as an inclusive and diverse organisation including embedding anti-racism at the heart of all policies and practices.

Skills and abilities:

Essential

Able to lead and support a team of staff and volunteers.

Ability to represent SWWB's publicly, through public speaking, attending meetings and networking.

Be able to lead the strategic vision of the organisation, and to ensure our work reflects this and is working towards our strategy.

Proven ability to fundraise for an organisation.

Knowledge of the social care and asylum sector.

Share our values and aims for our work.

Desirable

A registered social worker.

Experience:

Essential

Experience of the social care and asylum sector, and of influencing change in these areas.

Experience of managing the finances of an organisation, including managing the budgets, but also generating new income through fundraising.

Able to manage a diverse team of staff and volunteers, and create a culture that reflects SWWB's values.

Experience of supporting an organisational growth, whilst managing capacity and ability to deliver our services.

Desirable

Has experience or a personal connection to immigration control.

Application Process

1. Application

To apply for this role, please complete the application form and send it to office@socialworkerswithoutborders.org.

There is no closing date. We will arrange interviews for shortlisted candidates on a rolling basis. Applicants are encouraged to apply without delay so as not to miss the opportunity to be considered for this role.

2. We especially welcome applications from people with lived experience of the UK's immigration system and/or lived experience of support from social workers.

3. We are particularly interested in applicants who are either:

- an exceptional social worker able to lead a small team with values-led, anti-oppressive and anti-racist practice; or
- a leader rooted in the migration sector who understands and champions social work with people impacted by borders.

4. Shortlisting and pre-interview tasks

Applicants who are shortlisted will be contacted and asked to complete pre-interview tasks, including:

- reviewing management accounts and providing oral feedback to the interview panel;
- writing a blog post for our website about recent changes to the family reunion route, reflecting SWWB's values and social work perspective (full instructions will be shared with shortlisted candidates, and submissions should be provided ahead of the interview);
- preparing a presentation for the staff team on how they would demonstrate leadership in the migration and social work sectors, and how they would lead the organisation. The presentation will be delivered as part of the recruitment process, with staff feedback shared with the board.

5. Interview

Shortlisted applicants will be invited to interview on a rolling basis. The interview will explore the qualities, experience and commitment of the candidate as set out in the role description. There will be a mixture of questions and scenarios for candidates to respond to.

6. Adjustments

If you require any adjustments to enable your participation in the application or interview process, please let us know and we will be happy to support.

7. Pre-commencement checks

If you are successful at interview, the following checks will be completed:

- References (with your consent)
- Declaration of any existing or potential conflicts of interest or other factors relevant to holding a charity leadership role
- Disclosure and Barring Service (DBS) check

8. Appointment

Following satisfactory completion of the above checks and declarations, the Managing Director will be formally appointed and will commence induction and training.

If you would like to discuss the role before applying, please contact Roaa (Operations Manager) at office@socialworkerswithoutborders.org.



Social Workers Without Borders Application Form

Please note CVs will not be considered.

Position applied for:	
Preferred Title:	
Name:	
Address:	
Telephone number:	
Email:	
Where did you hear about this role with SWWB?	

Please give details of your past and present work. This can be paid work, voluntary work or work at home. Start with the most recent and work backwards.

Name of Employer / Organisation	Position Held	Full time/part time If voluntary please state	Dates	
			Start	Finish

QUALIFICATIONS (ACADEMIC AND/OR PROFESSIONAL)

School/college/university etc	Qualification/level	Subject(s)	Dates	
			Start	Finish

SPECIAL TRAINING INCLUDING SHORT COURSES

Details	Duration	Dates	
		Start	Finish

Please answer both questions below. Please do not exceed the maximum word count for each question.

1. Please outline in detail how your experience, skills, qualifications, and personal background meet the requirements of each of the items on the job specification. You may use examples from paid or unpaid employment, education and personal experience to illustrate your skills, and experience. (1000 word maximum)

2. Please can you tell us why you want to work for Social Workers Without Borders (600 words maximum)

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Please use additional sheets if required.

Referees:

Please provide details of two referees. Referees must be people who know you well as colleagues (for example current or previous work or volunteering manager, supervisor, or team leader). We do not accept references from family or friends. One of the referees should be your current/last employer, tutor or education provider.

NOTE: By listing the referees below, you are confirming that you have informed them about the reference check and they have consented to be contacted by SWWB by email or phone. You have also checked these are their current contact details.

Referee 1	
Name	
Address	
Telephone number	
Email	
Relationship to applicant	

Referee 2	
Name	
Address	
Telephone number	
Email	
Relationship to applicant	

Once completed please e-mail this form to Office@socialworkerswithoutborders.org

