

Jesuit Refugee Service UK (JRS UK)

UK Director



Candidate Pack
November 2024



WELCOME

Thank you for your interest in becoming our next Director at JRS UK.

The Jesuit Refugee Service (JRS) is an international Catholic organisation, founded in 1980 with a shared global mission to accompany, serve and advocate alongside and for the rights of refugees and forcibly displaced people. Our work is based on hospitality, carried out in a spirit of compassion and solidarity, encouraging participation and community, aiming to kindle hope, secure justice and affirm the dignity of refugees and forced migrants. Based in the Hurtado Jesuit Centre in Wapping, East London, JRS UK supports refugees and asylum seekers in the UK and works in wider collaboration with JRS offices around the world.

We employ 29 full-time and part-time staff and have around 100 volunteers, from a wide variety of backgrounds, nationalities, and generations; people of all faiths and none; including refugees, young graduates, and vowed members of religious congregations. In order to deliver our work, JRS UK generates around £1.8m in income each year, a substantial percentage of which is generously donated each year by Jesuits in Britain.

After nine years of successfully growing and developing JRS UK, our Director Sarah Teather is stepping down to pursue new projects. Under Sarah's inspiring leadership, JRS UK has been on a transformational journey to mature as an organisation, now delivering a range of services including the provision of practical support, outreach services and expert advice including legal support. Much remains to be done in serving the people we exist to support, and we seek a new Director to take over from Sarah.

Our new Director will, in collaboration with the Management Board, staff and stakeholders, build on developments of recent years and develop JRS UK's strategic vision in response to changes in the external refugee and asylum-seeker environment, and be capable of reaching out beyond the current polarised debate to build mutual understanding.

We are looking for an expert leader and manager who brings knowledge and experience of the refugee sector. You will be participative in style, approachable, and committed to the JRS UK mission of walking alongside refugees. It may be that you already operate in a CEO role or similar, or that you are looking to transition into your first executive director role, while bringing transferable leadership experience.

You will be joining an exceptional organisation and will lead a dedicated team of staff and volunteers. JRS UK is rooted in Church teaching but is open to people of all faiths – and none – and people who work for us are proud of the multifaith team and approach. While you will need to demonstrate sympathy and respect for Catholic Social Teaching, we welcome applications from candidates from all backgrounds and beliefs.

We hope that, having read through the enclosed information, you will be inspired to apply for this post. We wish you the best of luck in your application.

Michael Holman SJ

Chair, Management Committee
Jesuit Refugee Service, UK



A message from our outgoing Director, Sarah Teather

It is with a mixture of sadness and hope that I introduce the role of Director at JRS UK, a role that I have had the honour of holding for the past nine years. But the time has come for me to hand over to someone else, who will bring their own vision for to the role.

I know how daunting it can be joining a new organisation, and so I want to explain a little more about the governance and funding structure of JRS UK, and to share some observations which I hope will be helpful.

- JRS UK is the **work of the Society of Jesus**, which operates in the UK as 'Jesuits in Britain', a registered charity in England & Wales. The Society provides us with a generous annual grant that accounts for almost half of our income and assures our core services.
- JRS UK is **governed by a recently refreshed Management Board**, which is chaired by Fr Michael Holman SJ. I have valued my relationship with Michael over the years and I am confident that he, the Board and the wider management team will be a strong ally and support to the incoming Director.
- JRS UK is **part of an international network of organisations** which has its main international office in Rome. We work independently but share a common mission and global strategy. While JRS UK works locally, we benefit from sharing our experiences, understanding and resources of our international colleagues, and we come together in a range of ways.
- Our staff and volunteers are vital to our mission at JRS UK. We currently operate a **hybrid working model with flexibility around hours**; one member of staff is based in northern England. Our mission encourages the development of staff and volunteers. This working model is important to the staff team.
- JRS UK is in good financial health and our funding from the Society gives us confidence in our sustainability. But the wider funding landscape is challenging for all civil society organisations, so one challenge for the future is further to diversify funding.
- My experience of the role is that it requires someone who is **comfortable managing complexity and uncertainties**. We operate across a **diverse range of stakeholder groups**.

Taking these two factors together, resilience is needed to navigate a way as JRS responds to the shifting policy context of our work, cares for people with complex needs, and supports its staff in an atmosphere of increasing public polarisation and hostility.

- The staff team are talented, deeply loyal to JRS UK and committed to refugees. Our diverse mix of volunteers too are an inspiring component of the role. The atmosphere of the organisation is supportive and characterised by much mutual care. I think whoever comes into this role will notice this and find it a source of comfort over time.
- Although JRS UK is the work of the Jesuits in Britain, we attract people from all backgrounds, some with no faith at all. I think the organisation would welcome anyone with the right leadership skills who is sympathetic to people whose faith is a **core part of who they are**, regardless of their own beliefs. It is important to be enthusiastic about encouraging and facilitating spaces for different faiths to be nourished, especially as this is so important a context for many refugees we accompany.
- As Director you will need to be comfortable in a public environment; not least in articulating a vision informed by Christian faith. However, a capable leadership team can often share engagements where appropriate.
- We are currently developing new **Community and Reconciliation Projects** and a new seedling project - in Liverpool, which is exciting for us. The new Director will have an opportunity to discuss the shape and direction of this project with the Board early on in their leadership.

JRS UK is a super organisation and the opportunity to lead it will be a great privilege for someone reading this brief! If you think you have the skills to do it, please do apply!

With my best wishes to everyone.

Sarah



ABOUT THE JESUIT REFUGEE SERVICE: A GLOBAL MISSION

The Jesuit Refugee Service (JRS) is an international Catholic organisation with a shared global mission to accompany, serve and advocate alongside and for the rights of refugees and forcibly displaced people.



JRS was founded in 1980, the inspiration of the then superior general of the Society of Jesus, Fr Pedro Arrupe.



JRS's work is based on hospitality, carried out in a spirit of compassion and solidarity, encouraging participation and community, aiming to kindle hope, secure justice and affirm the dignity of refugees and forced migrants.



JRS's values and working practices are rooted in Catholic Social Teaching and Jesuit (Ignatian) spirituality: JRS actively encourages reflective practice and participative decision-making at all levels of the organisation, as well as investment in, and care for, our staff and volunteer teams.



JRS worldwide has, as a core strategic goal, reconciliation, rooted in justice and sought in dialogue, recognizing the urgent need to build bridges between refugees and communities hosting refugee populations.



ABOUT JRS UK

Since 1985 JRS UK has accompanied refugees and forced migrants, serving as companions and advocating their cause. While the work is based in the UK, it is connected to a global organisation with a global mission. We work collaboratively with JRS offices around the world, other Jesuit projects in the UK, and many others in the Church-centred and broader refugee sector.

JRS UK supports people made destitute by the asylum process, through advice and casework, practical support, befriending and accompaniment, a programme of creative and therapeutic activities, accommodation, and specialist legal advice.

JRS UK also runs a detention outreach service, supporting people detained for the administration of immigration procedures at Harmondsworth and Colnbrook, by means including befriending, social visiting, and casework support.

JRS UK undertakes research for advocacy to policy makers, alongside communications and community outreach, to raise awareness of the true situation facing asylum-seekers and to argue for a change in policies that undermine their dignity and a just society.

We also support engagement and encounter between refugees and people who may not otherwise meet. Our aim is to find ways to build a sense of shared understanding and community, countering the increasingly polarised rhetoric, and 'culture wars' focused on immigration.

JRS's distinctive ethos of accompaniment radically alters the beneficiary-service provider relationship

and affects all that we do: we seek to know our refugee friends as people who are not only defined by their legal situation. JRS's services offer specialist intervention and respond to practical needs, but also create spaces of hospitality, community, friendship, and participation, which enable our refugee friends to heal and shape their own future.

JRS's advocacy, communications and outreach are similarly rooted in accompaniment, beginning with listening to the experience of refugees, providing opportunities for their experience and voices to be heard, understood, so as to create social change.

JRS UK is a friendly, caring, compassionate place, with highly committed staff, diverse in backgrounds; they are accustomed to a consultative leadership style which has developed innovative responses to the challenges faced by refugees. JRS UK is rooted in Church teaching but open to people of all faiths and none, and staff are proud of the multifaith team and approach.

Most of our staff are not Catholic, or Christian. For those who are, our mission it is an animating feature of their sense of vocation to their work. Most of our volunteers, on the other hand, are Christian and their faith is often why they volunteer. The majority of our refugee friends are religious, though relatively few are Catholic; some are evangelical Christians, many are Muslim. We run prayer groups for those refugees who want to attend, and sometimes these include people of different faiths. Refugees often also want to place their experience in the asylum system in the context of their own faith. This diversity of perspectives and experience is a source of particular strength for JRS's work.

JOB DESCRIPTION

Job title	Director, JRS UK
Responsible to	Chair of JRS UK Management Board

Key Relationships

Internal:

- Chair and other members of the Management Board.
- Senior staff at JRS International and JRS Europe.
- Staff and volunteers across JRS.
- Refugee friends served by JRS.

External:

- Other refugee agencies and relevant charities.
- Members of the British Jesuit Province.
- Donors, including from religious orders and grant bodies.
- Catholic Church-leaders.
- Other Christian denominations and faith-based organisations.
- Home Office officials and detention staff.

Job Overview

The Director will provide strategic leadership to JRS UK, working closely with the Chair and members of the JRS UK Management Committee to ensure that JRS UK fulfils its mission and remains true to its values and ethos. They will be accountable for the performance and financial health of the organisation, management and development of staff and volunteers and responsible for the delivery of JRS UK's services to refugees, as well as advocacy, fundraising, outreach and awareness-raising to schools and parishes, and communications media.

Specific Responsibilities

Leadership and strategic vision

- Lead strategic planning including preparation of a new plan covering the period Autumn, 2025 to 2028.
- Design mechanisms for staff, volunteers and refugees to be engaged in strategic planning.
- Lead process of preparing annual budget and annual plans to Management Board, in collaboration with the Deputy Director.

Governance and accountability

- Prepare Management Board papers four times a year, agreeing agenda with Chair, commissioning relevant data for reports.
- Prepare annual report for Jesuits in Britain.
- Monitor potential risks and ensure a transparent approach to their management.
- Ensure relevant reports go to the JRS International offices in Rome and Brussels.
- Oversee grant reports to key funders.

Budget management

- Work closely with the Deputy Director to prepare an annual budget and operating plan.
- Ensure regular financial reports are sent to Management Board and to the Trustees of Jesuits in Britain.
- Monitor expenditure and income, and take financial decisions to ensure JRS UK remains within its budget.

Management of staff

- Line-manage five staff directly, including the Deputy Director.
- Develop all staff in line with the JRS ethos.
- Oversee the support of volunteers.
- Manage Jesuits in formation, on their temporary work placements with JRS UK.

Ethos

- Ensure the organisation remains true to its mission.
- Foster an atmosphere of learning, reflection and innovation in the team.
- Encourage participation of staff in decision-making and refugees in shaping services and advocacy.
- Encourage professional personal development for staff, leading through example.
- Encourage dialogue and curiosity about others, including different views and backgrounds.

Policies and procedures

- Lead the work of Safeguarding for JRS UK – work through Deputy Director to ensure that training is up-to-date for all staff, and that all staff undergo DBS, that records are kept etc.

- Lead on Data Protection– work closely with the Head of Communications, Fundraising and Advocacy to ensure compliance with this legislation.
- Ensure the organisation has up-to-date policies and procedures that cohere with Jesuits in Britain's policies, bringing policies to the Management Committee for approval and review.

Advocacy, Communications & Awareness Raising

- Undertake regular, though not necessarily frequent, public speaking engagements with broadcast and media agencies to raise awareness of our work, and to advocate for the needs of refugees and asylum seekers. This work may sometimes be taken on by other staff.
- Contribute to public discussion through the publication of opinion pieces and articles.
- Through Head of Communications, Fundraising and Advocacy, take responsibility for:
 - Policy and advocacy work, including commissioning primary research; and for any collaboration and engagement with MPs, Lords, Bishops, etc.
 - Developing and managing relationships with the Jesuit province and raising JRS UK's profile within the wider church community.
 - Communications and media.
 - Outreach plans.
 - Ensuring that collaborative publications with other organisations meet JRS's communication guidelines with respect to the portrayal of refugees.

Service development

- Work with managers to develop holistic plans for services across accommodation, destitution services, detention outreach, legal service, activities, community and reconciliation projects and the new project in the Northwest of England.
- Ensure services are co-designed with our refugee friends, and that they are engaged in key decision-making.
- Manage JRS UK's OISC accreditation in respect of the legal advice service.
- Supervise any new projects, including project and community and reconciliation projects.

Income generation

- Take some part in fundraising events, working with Head of Communications, Development and Advocacy on income generation plans.
- Build relationships with key donors.
- Ensure the writing of grant reports.
- Ensure compliance with Fundraising Regulations, Data Protection Act and other key legislation.

Other

- Participate in International meetings where appropriate.
- Ensure JRS UK participates in relevant networks & fora in the Refugee sector, Church-based and fundraising.
- Liaise with JRS Europe & JRS International colleagues.

Equal Opportunities

JRS UK is committed to encouraging and recruiting candidates from refugee and migrant backgrounds to ensure our staff teams reflect those we serve. We particularly welcome applications from people with lived experience of detention and the UK asylum system.

The successful candidate will be offered the job subject to references and a DBS check.





PERSON SPECIFICATION

Knowledge & Experience

Essential

- Significant strategic leadership experience either at CEO/Managing Director level or as part of a wider senior leadership team in a medium to large organisation.
- Knowledge of providing services within a similar social justice area, ideally related to the needs of refugees and asylum seekers.
- Knowledge of working effectively with a wide range of internal and external stakeholders, including Board Members, funders and key external partners.
- Experience of managing a budget and of preparing and scrutinising financial reports.
- Knowledge of fundraising and income generation strategies, ideally with direct experience of funding diversification.
- Significant experience of developing, motivating and coaching staff and managing staff who manage others.

Desirable

- Experience of working in a faith-based setting.
- Familiarity with Catholic Social Teaching.

Skills, Abilities & Behaviours

- A commitment to, or deep sympathy for, the values and purpose of JRS.
- Strategic vision and ability to spot opportunities for JRS UK.
- Collaborative approach, participative decision-making style; accountable and approachable.
- Able to handle complexity and uncertainty.
- High levels of empathy and sensitivity for working both alongside refugees and with staff doing front line work.
- Curiosity about others including those who hold different views.
- Outstanding oral and written communication skills.
- Willingness to reflect on experience and ability to support others to do the same.
- High levels of personal integrity and respect for others.
- Enthusiasm for personal growth & development.
- Excellent IT skills.

Applicants must have full rights to work in the UK. JRS UK is not able to sponsor a visa for this position.

All employees must pass an Enhanced DBS and should not have been previously declared bankrupt.

TERMS OF APPOINTMENT

Salary	£80,000 - £85,000 per annum, depending on experience.
Contract	Permanent, full-time (following six-month probationary period).
Location	Hurtado Jesuit Centre, 2 Chandler Street, Wapping, London. Flexible working arrangements are available, as agreed with the Chair.
Pension	10% employer's contribution
Annual leave	33 days, including bank holidays.

Equity, Diversity and Inclusion

JRS UK is committed to encouraging and recruiting candidates from refugee and migrant backgrounds to ensure our staff teams reflect those we serve.

We welcome applications from people with lived experience of detention and the UK asylum system and we would be willing to provide additional support for those who do.

HOW TO APPLY

Tall Roots is acting as an employment agency partner to JRS UK. Applications should be made online at www.tallroots.co.uk/jrs-director and include:

- a CV.
- covering letter (no more than two pages), explaining your motivation for applying for the role, along with how you meet the Knowledge & Experience section of the Person Specification.

The closing date for applications is **Friday 6th December 2024**.

Preliminary interviews with Tall Roots will be held virtually during **w/c 16th December 2024**.

Final interviews will be held in-person in Wapping, East London on **Thursday, 9th January 2025 (TBC)**. Shortlisted candidates will also be invited to meet with a selection of internal stakeholders virtually early **w/c 6th January 2025**.

If you have any questions relating to the role or the process, or would like any adjustments made to accommodate your needs, please contact Mark Crowley or Annie Regan-Tighe at Tall Roots by email at mark.crowley@tallroots.co.uk / annie.regan-tighe@tallroots.co.uk.





Tall Roots Search
Recruiting exceptional leaders for inspiring organisations
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