



Operations Manager

Organisational context

Wycombe Refugee Partnership is a small independent charity supporting asylum seekers and refugees in High Wycombe. Its vision is for High Wycombe to be a welcoming and safe place for refugees, asylum seekers and their dependents, where they can develop a growing sense of belonging, be accepted, integrate and thrive. The charity provides practical assistance, information, advocacy and a welcoming community for people seeking sanctuary.

The charity has three part-time employees and a committed team of around 70 volunteers. Having experienced rapid and exponential growth since early 2024, Wycombe Refugee Partnership is seeking an experienced and motivated Operations Manager to lead the organisation into its next phase of development.

Local context and current provision

Wycombe Refugee Partnership has been volunteer-led since 2016. Our Education Team supports beneficiaries with school admissions, educational tutoring, small grants for schooling essentials and help to find educational pathways, college and university places. Our ESOL team supports adults with registration for local English classes and provides English tutoring.

Our Support Team provides bespoke help including assistance with paperwork and online forms, bills and responsibilities in the UK, CV writing, job hunting and befriending. Our Activities team provides events and outings to support integration, including a weekly skateboarding group, music and art events and wellbeing walks. The charity also sources second-hand household goods and small items of furniture. We operate a halfway house for refugees at risk of homelessness. We run a supermarket voucher scheme and deliver other ad-hoc projects throughout the year.

Our Values

Respect

We respect and value every person whatever their background, ethnicity or 'story' and treat them with dignity and kindness. We also extend this mutual respect to colleagues and partners.

Compassion

We work with compassion and sincerity, recognising the extreme hardships that our beneficiaries have endured, and the difficulties and uncertainties of the asylum and refugee systems in the UK.

Empowerment

We work in a way that promotes and works towards healthy independence in those that we support.

Partnership

We seek out partnerships with other charities and organisations, recognising that collaboration enables us all to achieve more and provide better support.