



Women Asylum Seekers Together

Development Manager - Job Description

Title	Development Manager
Salary	£34,000 - £38,000 pro rata depending on experience; £27,200 - £30,400
Type of contract	Permanent subject to funding
Hours	28 hrs (with the possibility of increasing to 35 hrs dependent on funding)
Reporting to	Board of Trustees
Supervised by	Supervisory Trustee
Line manages	The Grassroots Co-ordinator
Supports	WAST Management Group of elected WAST members
Location	WAST office Manchester, with some opportunity for remote working. Occasional national travel and evening/weekend work required.

WAST offers a generous benefits package including 8% NEST pension contributions, 5 weeks' annual leave + bank holidays pro rata, access to an Employee Assistance Programme and to regular external non-managerial supervision. Training relevant to role is available and flexible working is supported, where possible.

WAST Background Information

WAST is run by and for women seeking asylum, and currently has 170 members. It was started in 2005 by WAST's current Chair whilst fighting her own anti-deportation campaign, and became a constituted charity in 2014. Its purpose remains to provide a safe space for women coming together in solidarity to offer support, share information and help each other to survive and to get their leave to remain in the UK. Women are at the sharp end of the current 'hostile environment' with increasingly punitive government immigration policies and practice. WAST enables a process of empowerment through which women gain the confidence and strength to voice their experience and campaign for justice.

WAST is a place of hope and belonging with its core values of compassion, respect, inclusion and empowerment and its continuous development of its trauma informed peer support approach.

WAST is proud of its pioneering work giving a voice to women seeking asylum and inspiring other women around the country to set up similar groups. WAST has been at the forefront of national campaigning against detention, has published three books and created two plays, giving voice to women's experiences.

Activities are led by the WAST Management Group elected by the membership and supported by a part time Grassroots Coordinator.

Job role

This is a unique opportunity to join a small but ambitious grassroots charity that has grown its income over the last 5 years from £73k to £188K. WAST has recently undertaken an operational review and business planning process to strengthen its organisational infrastructure and ensure that members remain at the heart of the organisation. Members have identi n



Development and empowerment of the Management Group and other WAST Members

1. Establish a formal induction and training programme for Management Group members (including via external providers/opportunities), to develop their leadership and other skills needed to ensure the safe delivery of WAST activities, facilitating the peer support of members and leading WAST campaigns
2. Work with the Grassroots Co-ordinator to support the Management Group to work effectively and to continually grow and strengthen as a group to further WAST's aims
3. Develop opportunities to increase the capacity of all WAST women so that they are more able to live a fulfilled life.
4. Identify platforms and other opportunities for WAST members to find their voice and speak out.
5. Support the development of campaigning as a method of influencing and arguing for women's rights and changes to the asylum system.

Resource Management

1. Line management of the Grassroots Coordinator, including through regular formal and informal supervision, supporting her to access appropriate training and other learning opportunities.
2. Manage WAST finances, working with the treasurer and contracted book-keeper to set budgets, and monitor and report on income and expenditure
3. Ensure that WAST has relevant policies and procedures in place and that these are regularly reviewed and adhered to eg Safeguarding, Health and Safety, Data Protection and regarding the running of the Drop In and activities
4. Act as Health and Safety and Safeguarding lead for WAST.
5. Manage WAST communications, setting priorities for and coordinating the work of the WAST website and social media communications contractor.
6. Manage WAST's IT and other administrative resources and processes ensuring they are fit-for-purpose and support WAST's operational requirements.

General responsibilities

1. Work to foster constructive, collaborative and inclusive relationships and methods of working with the trustees, management group, staff and members.
2. Actively participate in regular supervision sessions, taking responsibility for professional development and attending training as appropriate
3. Create positive relationships and treat all WAST members with dignity and respect, adhering to WAST's core aims and values, and to equal opportunities and diversity statements and policies.
4. Maintain a professional and confidential approach to work.
5. Work outside of normal office hours if required to do so to meet the needs of the service, including occasional travel.
6. Carry out other duties as requested by the trustees and management group.
7. This job description may be subject to joint review from time to time between the post holder and WAST and as such is liable to amendment.