



Job Description
Women Asylum Seekers Together (Manchester)
Development and Strategy Manager

Main purpose of the role

- Strategic development of WAST within the established values and purpose of the Charity in accordance with the needs and priorities of WAST members.
- Work collaboratively with the Management Group and other WAST members, so they can lead WAST and be a strong campaigning voice for change for women in the asylum system.
- Responsible for managing WAST staff and resources, and for ensuring appropriate policies and procedures are in place and working effectively.
- Lead fundraising activity, developing and maintaining partnerships and strategic external relationships to support WAST objectives.

Main tasks

Strategic and Operational Development

1. With the Board and the Management Group, take a lead role in the development of WAST's strategic direction, business planning, and the setting and implementation of priorities.
2. Develop, manage and maintain good relationships with funders, donors and other external partners; identify potential funders and/or partners alongside the Management Group to meet identified priorities; fundraise for new projects and to maintain existing successful activities.
3. Maintain oversight of the delivery of projects and programmes of activity, monitoring progress, evaluating outcomes, and reporting to funders.
4. Ensure WAST's compliance with its statutory and other legal responsibilities.

5. Act as Safeguarding Lead for WAST, and ensure staff and Management Group members offer appropriate referring and signposting support to WAST members.
6. Ensure appropriate policies and procedures are in place and are effectively implemented across WAST.
7. Attendance at monthly Board meetings and periodic joint meetings and strategy days with the Management Group, providing reports on progress against business plans and priorities and identification and management of risks.

Effective relationship with the Management Group and other WAST Members

1. Oversee the induction and development programme for Management Group members, enabling each member to confidently undertake their role.
2. Management of WAST staff to:
 - support the Management Group to deliver all WAST activities using our peer-led trauma-informed model
 - develop opportunities to increase the capacity and resilience of all WAST women so that they are more able to live a fulfilled life
 - support the development of campaigning as a method of influencing and arguing for women's rights and changes to the asylum system, identifying platforms and other opportunities for WAST members to find and use their voice

Resource Management

1. Line management of WAST staff, providing annual appraisal and regular supervision and support sessions, setting their work priorities, jointly identifying learning needs and enabling their access to appropriate training and other learning opportunities.
2. Work collaboratively with the external/outsourced Finance Officer and WAST staff to set the annual budget, ensure implementation of WAST's financial controls, and effective monitoring and management of income and expenditure.
3. Direct the work and manage the contract of the external/outsourced Social Media/Communications officer.
4. Oversee the development of volunteering opportunities within WAST.
5. Oversee management of WAST data and IT systems, including a new customer relationship management system and a new Monitoring and Evaluation Framework.

General responsibilities of all WAST Staff

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. Work flexibly and collaboratively, as part of a small staff team, providing cover as needed to enable WAST to run smoothly
5. Maintain a professional and confidential approach to work.
6. Work outside of normal office hours if required to do so to meet the needs of the service, including occasional travel.
7. Carry out other duties as requested by the trustees and management group.
8. All WAST employees should undertake First Aider training.

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.