



**Safe Passage International
Director of Operations and Finance
Appointment Brief
July 2021**

About Us

Every year thousands of unaccompanied child refugees arrive in Europe in search of safety. They find themselves stuck in squalid camps or sleeping rough on city streets unaware of their legal right to travel safely through Europe.

We are here to help child refugees access their rights.

Safe Passage was founded in late 2015 in response to what became known as Europe's modern 'refugee crisis'. In the past four years we have grown from a small UK project to an international organisation with 29 members of staff supporting refugees to access safe routes to asylum across Europe. To date more than 2,000 individuals have travelled to safety through routes we have opened.

Our work includes direct legal advice and representation to children, vulnerable adults and separated families seeking family reunification; advocacy and grassroots mobilisation to influence refugee policy; establishing legal routes to sanctuary through case work and strategic litigation; training other refugee and legal organisations to use the legal routes that we have established. We have directly supported hundreds of refugees and opened up safe and legal routes to sanctuary for thousands of the world's most vulnerable children.

To us, each person we work for matters.

- Our vision is for every person seeking asylum to be able to access a safe route to a place where they can lead a full and dignified life.
- Our mission is to open up safe and legal routes to protection through advocacy, community organising and legal work. We then support people's first steps to rebuilding their lives in the UK.
- We do things differently - championing refugees' rights by combining strategic legal work, advocacy, capacity building and community organising.
- We are focused on achieving systemic change in refugee and asylum policy at both nation-state and international level.

Our work is recognised with awards from Liberty, Sheila McKechnie, the European Parliament and EU Commission, 2021 UK Charity Awards 'Campaigning and Advocacy' and Guardian 'Charity of the Year'.

Safe Passage now has registered offices in Greece and France as well as the head office in the UK. These offices have their own boards and constitutions and operate as subsidiaries of the Safe Passage International 'Group'. Income for 2020 is estimated to be around £1.4 million, of which roughly one third comes from trusts and foundations, and the remaining from other unrestricted donations.

For further information, please see www.safepassage.org.uk.

Director of Operations and Finance

- £48,000 - £53,000 gross per annum, depending on experience
- Permanent, full-time
- Happy to talk flexible working
- London office (currently working remotely due to Covid-19 restrictions)
- Reporting to CEO
- Line management responsibilities: 2 (Financial Controller and International Operations Manager), overseeing a Operations and Finance team of 5 persons in total

Safe Passage International is looking for a superb Director of Operations and Finance to join the leadership of a young and ground-breaking international organisation.

The role will oversee the Operations and Finance functions of the Safe Passage International “Group” of charitable organisations registered in the UK, France, and Greece.

The ideal candidate will be a strategic thinker with both finance and organisational management experience. They will be comfortable being hands-on to get things done, and flexible in their approach to achieve results in a fast-changing external environment. They will be values-driven and people-focused with a passion for supporting sustainable organisational growth and impact.

The successful candidate will join the organisation at an exciting time, contributing to the development of the organisation’s next 3-year strategy. The post-holder will report directly to the CEO, supporting them to provide effective and appropriate accountability to the Board and will lead a committed and talented team to continue to develop and strengthen systems and processes across the organisation in support of Safe Passage’s mission



Job Description

Key Responsibilities

Finance and Accounts: ensure an effective finance function, overseeing policy, budgeting, cash management, management reporting, internal controls, and financial accountability.

- Provide strategic oversight of the finance function for the SPI Group
- Lead the development and implementation of efficient and reliable financial systems, policies, and processes, ensuring effective internal controls are in place
- Oversee the production of monthly management accounts, cash flow forecasts and relevant financial reports
- Lead the production and management of the Group Budget
- Oversee the effective day to day control of accounting function including payroll, invoicing, and debt management (managed by Financial Controller)
- Responsible for the management of the annual Group audit
- Ensure timely and effective financial reporting to the CEO, Board, and funders
- Ensure appropriate support to fundraising and programmes in the development of budgets for funding bids, project budget follow-up and financial reporting to donors
- Support the Heads of France and Greece with management of their outsourced finance functions to ensure appropriate local financial reporting
- Oversee the consolidation of the Group financial statements
- Manage, mentor, and develop the Financial Controller

HR: play a leading role in ensuring that Safe Passage is a rewarding, effective and healthy workplace for its employees.

- Oversee the development, roll-out and review of policies that model best practice and the Charity's values, working closely with the CEO and Board
- Lead the continued development of the Charity's HR function, systems, and processes
- Ensure compliance with national labour laws and sector best practices
- Lead the development and implementation of an employee pay and benefits system
- Oversee staff recruitment and induction, ensuring we are attracting excellent and diverse candidates
- Oversee the system of staff development and appraisal to support staff retention
- Work closely with CEO and Leadership Team to ensure staff wellbeing is effectively supported by our systems, processes, and culture

Operations: ensure our systems and facilities provide effective support for our strategic aims and activities

- Hold responsibility for contracts and licensing agreements
- Lead on data protection and compliance with GDPR by the Group
- Oversee the effective management of the IT systems and equipment, UK office and facilities, and all assets, including the CRM database and advise the Heads of France and Greece on the management of their own
- Manage, mentor, and develop the International Operations Manager

Governance and strategy: Ensure effective organisational support for governance, organisational development, legal compliance, and risk management.

- Work closely with the CEO to support the development of the Charity's strategy, with particular responsibility for ensuring that organisation is able to adapt and develop its structures and processes in order to effectively carry out its strategy.
- Ensure the Charity is compliant with relevant charity, employment, data protection and other legal requirements across its jurisdictions

- Oversee and ensure effective Governance support, assuming the role of Company Secretary, taking responsibility for Companies House and Charity Commission submissions and ensuring Governance processes are fulfilled in Greece and France.
- Ensure accurate and timely reporting to the Board and its Sub-Committees on all areas of responsibility; take lead responsibility for supporting the Finance and Risk Committee and the Human Resources and Safeguarding Committee, including agenda setting and preparation of papers working closely with Chairs
- Lead the development and delivery of the Charity's risk management strategy, including the Risk Register, due diligence, and risk assessment procedures
- Ensure the Charity is upholding the highest safeguarding standards in all areas of responsibility

Person Specification

Required:

- A passion for Safe Passage's mission and vision
- Strong experience of human resource management and the development of an effective organisational culture and operation.
- Strong experience of managing finance functions and a proven ability to master and develop a chart of accounts, budgets, cash forecasts, spending authorisation structures, and effective financial reporting
- Proven knowledge of charity Governance requirements and the Charities SORP
- An appetite and proven talent for people and system management, including experience of developing effective systems to meet a growing organisation's needs and managing a high performing team
- The ability to work proactively towards ambitious organisational goals.
- Demonstrated ability to take a hands-on and flexible approach where needed.
- Strong interpersonal skills and excellent written and verbal communication skills
- Knowledge of some usual accounting softwares

Desired:

- Lived experience of seeking asylum
- Professional accountancy qualification
- Experience working at a senior level for an international charity
- Experience working across different national cultures
- A professional HR qualification
- Experience of working with Xero
- Professional HR qualification
- Familiarity with other European countries' regulatory requirements regarding finance, governance, and human resources

Working at Safe Passage

We are ground-breaking, determined, and compassionate. Committed to opening and defending safe, legal routes for people seeking sanctuary, particularly children.

We enjoy creativity, imagination, challenge, and a good sense of humour. We work hard to deliver excellence for all our partners: clients, donors, and other strategic partners. We look for talented, passionate souls to join our team and take us further.

We value equality and diversity in our organisation, and strive to build a workforce reflective of the communities we work in. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, or disability. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.

As an ambitious organisation, we invest in our staff and volunteers and aim to help everyone fully achieve their potential. We are a passionate, talented, hard-working team of 30 staff across the UK, France, and Greece.

We believe a work-life balance helps staff deliver their best work:

- We go beyond our statutory obligations to flexible working, operating a 'flexible by default' approach in the design and recruitment of roles.
- In the UK, staff are entitled to 25 days of annual leave pro rata plus bank holidays.
- We encourage a practical 'Time off in Lieu' process to ensure that even when you go above and beyond in your role, you keep the work-life balance right.

Application Process

To apply for this position, please upload a comprehensive CV and a supporting statement of no more than two pages of A4 on our website. Your supporting statement should address each point of the Person Specification and explain why you would enjoy this role and working for Safe Passage.

As an inclusive employer Safe Passage actively encourages applications from people of all backgrounds and cultures.

At Prospectus we believe passionately that a truly inclusive workplace leads to increased social impact. We are committed to supporting our clients build more inclusive teams. To understand how we are performing, we ask that you kindly complete the brief questionnaire when you submit your application via our website.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the consultants never see individual responses to the questionnaire. Full feedback is also available at any stage, to all candidates throughout the process.

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview. Finally, please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative timetable.

Applications should be made via the Prospectus website at: <https://jobs.prospect-us.co.uk/jobs/details/hq00178843>

Recruitment process

Should you decide to make a formal application, you will receive feedback within seven working days of the closing date.

The closing date for applications:	6 August
Interview with Prospectus:	17th August - 23rd August
Interviews with Safe Passage:	W/C 30 August

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact Alex Williams at Prospectus on 020 76911920, or email alex.williams@prospect-us.co.uk.

