

Job Title: Chief Executive Officer (CEO)



Refugee Support
Devon

Reports to: Board of Directors (Trustees)
Hours: 28 hours per week. (FTE is 35 hours)
Salary: PO2: £38,626 - £41,511
Contract: Permanent, with 3-month probation period
Location: Refugee Support Devon, Exeter Community Centre,
17 St David's Hill, Exeter EX4 3RG
Some hybrid working may be considered.

Overview

Refugee Support Devon has been supporting refugees, asylum seekers and vulnerable migrants in Exeter and across Devon since 2001. Our vision is for Devon to be a place where people are welcomed and supported to rebuild their lives and integrate successfully into their new communities.

Our current Manager is retiring due to health reasons, and we are now looking for a new CEO to lead our organisation in achieving its mission and strategic goals. This person will act as RSD's primary ambassador, advocate, and spokesperson, fostering strong relationships with stakeholders, funders, and the wider community. They will provide strategic leadership, operational management and financial oversight to RSD, working closely with the staff and Trustee Board to manage and progress the organisation.

This role requires an enthusiastic and experienced leader committed to the needs and rights of refugees and asylum seekers, with a balance of strategic thinking and hands-on management for a small organisation. You are likely to have prior experience of senior management within a charity, not-for-profit organisation or business supporting/connected with vulnerable clients. You will have an understanding of refugee/immigration issues, as well as previous experience of the development of frontline services.

Key Responsibilities

Strategic Leadership:

- Develop and implement the charity's strategic plan in collaboration with the Board of Trustees.
- Ensure the sustainability and growth of the organisation, aligning efforts with the charity's mission.

Governance and Compliance:

- Work closely with the Board of Trustees to ensure sound governance.
- Ensure compliance with all legal, regulatory, and safeguarding requirements.

People and Operational Management:

- Oversee the daily operations, to ensure effective and efficient delivery of services.
- Manage budgets, financial planning, and reporting, with the support of the Finance Manager, to maintain the financial health of the charity.
- Lead, inspire, and support a small team of staff and volunteers.
- Foster a culture of collaboration, inclusivity, and respect within the organisation.

Advocacy and Representation:

- Act as the key advocate for refugees and asylum seekers, building the charity's profile.
- Develop and maintain partnerships with commissioners, funders, community organisations and other partner organisations.

Fundraising and Development:

In collaboration with staff and trustees:

- Identify and pursue funding opportunities, including grants, donations, and partnerships.
- Diversify income streams to ensure sustainability.

Person Specification:

Essential:

- Proven experience in a senior leadership role, ideally within a charity or not-for-profit organisation.
- Experience of developing and/or delivering frontline services for vulnerable client groups
- Strong commitment to supporting refugees and asylum seekers, with an understanding of their challenges and rights.
- Strategic thinker with the ability to translate vision into practical actions.
- Excellent communication, advocacy, and networking skills.
- Financial acumen, with experience in managing budgets and fundraising.
- Confident leadership and team management capabilities.
- Knowledge of safeguarding and regulatory requirements for charitable organisations.

Desirable:

- Experience in influencing policy and engaging with government or local authorities.

Equal Opportunities Statement

As part of our recruitment policy, Refugee Support Devon intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, sexual orientation, class, disability, age, religious belief, ethnicity, or political persuasion, or is disadvantaged by any condition or requirement that is not demonstrably justifiable. We also welcome applications from people with lived experience of the immigration / asylum system.

All new staff will be required to show evidence of permission to work in the UK.

This role is subject to a Disclosure and Barring Service Check.

How to Apply:

To apply, please send your CV and a covering letter outlining why you would like to be the CEO of Refugee Support Devon and how you meet the person specification to personnel@refugeesupportdevon.org.uk by **5pm on Friday, 25th April 2025**. In-person interviews will take place at the RSD offices on **Thursday, 8th May 2025**.