**Job title: Director, Migrant English Support Hub**

**Charity No: 1180429**

Salary: NJC new SCP 28-29, £31,371-£32,029 (pro rata 0.6 fte)

Hours: 0.6 fte, three days (22.2 hrs) per week

Contract: To September 2020 (with view to extension)

Responsible to: MESH Board of Trustees

Migrant English Support Hub (MESH) is looking for a charity director to lead the organisation as we grow. MESH supports the coordination of ESOL for adult migrant language learners in Yorkshire and the Humber. Working with Migration Yorkshire and local authorities, our main current project is the development of a high-profile, dynamic online resource containing information about English language classes for adult migrants across the region.

**Main Purpose of the role:**

1. To manage MESH, working with the Chair and the Board, to achieve the organisation’s strategic objectives, direction and sustainability.
2. To be responsible for the operational management of MESH, including planning, delivery, performance management, development, finance and contracts.
3. To ensure that MESH’s vision and policies are consistent, relevant, up-to-date and practised throughout the organisation.
4. Together with the Chair, enable the Board of Trustees to fulfil its functions and to ensure that it receives appropriate advice and information on all relevant matters.

**Principal Duties**

1. To manage the activities of MESH, principally the development of the Regional ESOL Provision Resource project for Yorkshire and the Humber.
2. To lead on planning and broader strategic development of MESH.
3. To take line management responsibility for MESH staff, including supervision and performance management.
4. To lead on contract management and take responsibility for ensuring contract requirements are fully met, working closely with the Chair of MESH and the Board of Trustees.
5. To ensure MESH adheres to legislation and governance required by the charity commission.
6. To ensure compliance with MESH policies and procedures.
7. Working with the board of trustees and treasurer, to manage the MESH budget and finances and ensure that funding reports are completed as required.
8. To lead on income generation for MESH and, with the Treasurer, to prepare the annual financial report for MESH for approval by the Board of Trustees.

**Person Specification**

**Experience**

* Experience of leading projects and/or organisations working with vulnerable or marginalized communities, preferably in the third sector.
* Experience of managing contracts, staff and meeting financial responsibilities.
* Experience of planning and strategic development.
* A track record of working on time bound projects to successful conclusion.

**Knowledge**

* Knowledge and understanding of the policies and practices surrounding English language learning for adult migrants in the UK.
* Knowledge of the ESOL sector in Yorkshire & the Humber.
* Good knowledge and understanding of policies relating to migration regionally and nationally.

**Skills and Abilities**

* Ability to communicate effectively, both verbally and in writing, with a range of people and organisations, and to produce high quality work to deadlines.
* Ability to provide leadership for the overall strategic direction of MESH.
* Ability to promote a positive image of MESH to partners, statutory organisations and the public.

**Personal Attributes**

* Ability to travel across region as necessary.
* Excellent organisational, administrative and time management skills.
* Enthusiasm and a commitment to own learning and development.
* Ability to develop productive working relationships that inspire respect, trust and confidence.
* Commitment to share the values of MESH.

To apply, please send a CV with a covering letter addressing all the criteria listed in the above person specification. Please include name and contact details for two referees. Send your application to James Simpson, Chair of Trustees, MESH, School of Education, University of Leeds, LS2 9JT, or via email to j.e.b.simpson@education.leeds.ac.uk. If you have questions or enquiries about this role, please contact James Simpson.

**Closing date for applications midday on Wednesday 1st May 2019**

**Interviews Friday 17th May**