



# St. Augustine's Centre Halifax



**Centre Leader Application Pack  
December 2019**



## Centre Leader Recruitment Pack

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## **Letter from Chair of Trustees**

Dear Applicant,

I am delighted that you have expressed an interest in applying for the exciting and important post of Centre Leader at St. Augustine's Centre, Halifax.

In the pages that follow we have tried to give you a flavour of the Centre and the community it serves, and of the qualities we are looking for in the person who will fill this rewarding role.

We are very proud of the work of the Centre and passionate about the people we serve, wanting the very best for them and for all who are connected with the Centre. Whilst being professional in the way we work, we also consider everyone as part of the St. Augustine's family.

We have been without a Centre Lead in post for over a year now. Whilst this has not been without its challenges, we have worked hard to develop a dynamic and enthusiastic staff, Trustee, and volunteer team. Staff have been able to grow, develop, and take their own initiative in their roles which is something we hope you as the Centre Leader can help encourage and build on.

The Centre Leader is a key role and marks a very exciting opportunity for the Centre at this stage of its development. We are grateful to the Tudor Trust for awarding us three year's funding to make the role possible. The right person will be a central part of leading the Centre through its next stage of development, helping shape the wider strategic aims of the organisation in collaboration with the Trustees and others who we work closely with. Asylum seekers, refugees and migrants are now the main focus of our work, and we have exciting plans to expand our Welcome Programme and specialist immigration advice, offer a wider range of community activities, grow our wellbeing work, develop our monitoring systems, increase our communications work, offer more external training.

You will find a large group of volunteers who are incredibly committed to the work of the Centre and who are keen to see that work sustained and developed in accordance with the underlying core values of the Centre. As you will see from the Centre logo, these have been articulated as Community, Sanctuary, Respect and Nurture, but there is so much more to the Centre! It truly is a unique place, with special people, and dear to the heart of many both near and far.

What you find in these pages can only give you a small flavour of who we are and what makes us so special. You could be part of what the future holds!

Yours sincerely

**Rev. John Hellewell, Chair of Trustees**

**Job Advert**  
**St. Augustine's Centre, Halifax**

**Centre Leader**

**£34,788 pro rata 81%, equivalent to £18.03 per hour,  
National Joint Council spinal column point 32  
(depending on experience)**

**0.81 whole time equivalent, (30 hours a week)**

St. Augustine's Centre on Hanson lane in Halifax has been working with diverse communities for over 50 years providing a welcoming place of support, sanctuary, and community. We are Calderdale's specialist support centre for Refugees and Asylum seekers, alongside others who need our services. We are looking for a **Centre Leader** who will have responsibility for providing clear leadership, management and ensuring the effective delivery of services.

The Centre Leader will work collaboratively with trustees, staff, volunteers, Centre Users, and local partners to ensure that the valuable and varied work of the centre is continued and developed. He or she will maintain and support the four core values and ethos of St. Augustine's Centre.

We are looking for someone with a proven track record of leading and motivating a staff team, who has managed a busy charity that highly values its volunteers, who has project and financial management experience and is energetic and decisive with a 'can do' attitude.

You will also need:

- Excellent interpersonal and communication skills
- A facilitative and supportive management style
- Interest in and knowledge of poverty and injustice, including an understanding of the issues facing refugees, asylum seekers and EU migrants
- Knowledge of fundraising, excellent financial management and strong organisational skills.

For more details and to request an application pack please tel: 01422 365027 or email [info@staugustinescentrehalifax.org.uk](mailto:info@staugustinescentrehalifax.org.uk), or write to John Hellewell, St Augustine's Centre, Hanson Lane, Halifax, HX1 5PG

Closing date: 2pm on Monday 6 January 2020

Interviews: Friday 17 January 2020. Candidates will need to be available for most of the day.



## Centre Leader Recruitment Pack

### Timeline

Completed applications should be returned either by post to John Hellewell at the St. Augustine's Centre or emailed to [info@staugustinescentrehalifax.org.uk](mailto:info@staugustinescentrehalifax.org.uk) by 2pm on Monday 6<sup>th</sup> January 2020

Shortlisting will be completed by 9 January.

Interviews will take place on Friday 17 January 2020, and candidates invited to interview will need to be available for the whole day.

### How to Apply

Please complete the application form and submit it to the Centre. It can be sent electronically by email or printed out and delivered to the Centre. Printed forms can be filled in electronically before printing or hand-written. The method of applying will not affect the recruitment process, unless handwritten applications are unreadable.


If applying by post, please mark the envelope "Confidential – Centre Leader Application" and return to John Hellewell, St. Augustine's Centre, Hanson Lane, Halifax, HX1 5PG.

You may also email your application (subject "Confidential – Application for Project Leader") to [info@staugustinescentrehalifax.org.uk](mailto:info@staugustinescentrehalifax.org.uk)

### Additional Information

If you would like to arrange an informal visit to the Centre, please contact John Hellewell on 01422 365027 email [info@staugustinescentrehalifax.org.uk](mailto:info@staugustinescentrehalifax.org.uk).

## Job Description

St. Augustine's Centre Halifax Job Description		 St. Augustine's <small>community • sanctuary • respect • nurture</small>	
Job Title	Centre Leader		
Employment Status	Part time - permanent (subject to funding)	Hours per week	30 hours / week, can be worked over 4 or 5 days a week
Salary	NJC spinal column point 32 (depending on experience), currently £34,788 pro rata 81% or £18.03 per hour	Holiday Entitlement	Pro rata 25 days plus bank holidays
Line Manager	Board of Trustees	Line Management responsibility for:	Nursery Manager, Senior Case Worker, Administrator, Finance Co-ordinator, Caretaker, Cleaner (and others as required)
Main Objectives			
<ul style="list-style-type: none"><li>- Provide leadership, management and strategic support for the whole organisation and the effective delivery of services.</li><li>- Ensure St. Augustine's Centre is appropriately resourced.</li><li>- Facilitate and promote St. Augustine's Centre as an effective, inclusive and high-profile organisation, committed to continual improvement.</li><li>- Contribute to improvements in the well-being of people using the Centre, putting them at the centre of what we do.</li><li>- Ensure that the work of the organisation conforms to all required principles, objectives and charitable obligations, and meets the requirements of funders.</li></ul>			
Key Responsibilities			
<b>1. Strategic and external</b> <ul style="list-style-type: none"><li>- Work with Trustees to agree the strategic direction and longer term plans for the Centre, involving staff and service users to ensure that planning is needs-led and grounded.</li><li>- Ensure that all activities are carried out in accordance with the values of the Centre: community, sanctuary, respect and nurture.</li><li>- Work closely with the Trustees to protect and enhance the reputation of the</li></ul>			



Centre whilst furthering our charitable purposes by identifying potential new opportunities.

- Be the primary link with the Board of Trustees, attending Trustee meetings and ensure that the Trustees are provided with timely and relevant information to adequately monitor all aspects of the service.
- Build and maintain effective links with external organisations through both informal and formal partnerships, promoting the Centre and raising the profile of the organisation and delivering effective joint working where appropriate.
- Work at a strategic level locally and regionally to raise awareness of the profile, needs and aspirations of refugees and asylum seekers and others using the St. Augustine's centre.
- Establish excellent two-way communications within the organisation, and externally communicate with stakeholders and the public to enhance the profile of the organisation.
- Lead the development of the organisation, fostering an ethos of continual improvement.

## **2. Management – human resources**

- Foster an enabling culture where all staff are encouraged to contribute to the development and running of the Centre, facilitated by an inclusive and collaborative approach and excellent communication.
- Oversee recruitment, induction and training of new staff, ensuring that all necessary HR systems are in place and utilised.
- Manage staff, including regular individual supervision, priority setting, motivation and appraisals.
- Enable staff to be involved in project and service development and encourage staff to contribute to grant applications relating to projects in their area of specialism.
- Develop staff and ensure that appropriate training and opportunities for progression are available, tailored to the needs of each individual.
- Demonstrate a commitment to team building via co-ordination of human resources across the organisation and communication between people working and volunteering in all parts of the Centre.
- Oversee volunteer development and wellbeing, adopting a proactive approach to our work with volunteers.

## **3. Management - finances and resources**

- Secure the resources to deliver services, working with staff to produce and deliver a coherent funding programme; identify grants and funding opportunities, manage grant applications and ensure that systems are in place to provide monitoring information to each funding organisation.
- With the Trustees, agree and manage the annual budget.
- Ensure the efficient use of resources whilst achieving the key objectives of the organisation.
- Oversee the work of the Financial Administrator to deliver efficient and well-

monitored financial systems and procedures.

- Ensure that systems are in place to protect and maintain physical assets and resources of the organisation, including buildings, fittings, furniture and equipment.

#### **4. Delivering and developing services**

- Work with staff and project facilitators to identify the needs for new services and the opportunities for the Centre to run them, taking account of the wider policy context in which we operate.
- Work with staff to develop, implement and oversee services and projects, including contract-based projects, in terms of structures, systems, monitoring, reporting and evaluation whilst ensuring any conditions and / or restrictions imposed by funders are complied with.
- Ensure that the voices of refugees and asylum seekers play an important part in the design, delivery and implementation of our services and other local services that impact the users of St. Augustine's.
- Ensure there are monitoring systems for all services that deliver timely monitoring reports, meeting the requirements of all funders.
- Carry out front line work directly with clients where and when necessary, and where skills allow.
- Ensure that there is a coherent system to gather feedback from Centre users and our volunteers; use this information to refine and improve services.
- Work in partnership with other organisations to maximise local resources.

#### **5. Policies into practice**

- Ensure that the charity fulfils its constitutional, regulatory and legal obligations.
- Ensure that Centre policies, procedures and codes of conduct are reflected in daily practice.
- Promote the welfare of all Centre users and support the Centre in safeguarding children and vulnerable adults through relevant policies and procedures.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Manage the delivery of the Centre's Health and Safety policy and procedures.
- Ensure confidentiality is respected, subject to the provisions of the safeguarding policies and procedures.
- Ensure that the access and use of physical and electronic records are in accordance with the Centre's Data Protection policy and procedures and are legally compliant.



<b>St. Augustine's Centre Halifax</b>	<b>Centre Leader Person Specification</b>	
<i>Attribute</i>	<i>Essential</i>	<i>Desirable</i>
<b>Areas of Experience</b>	<p>Minimum three years management experience in a voluntary community organisation or charity</p> <p>Proven track record of leading and motivating a staff team</p> <p>Experience in all aspects of HR and directly managing staff</p> <p>Managing and reporting on budgets</p> <p>Proven experience of successful fundraising</p> <p>Experience of strategic planning, delivering and developing services, monitoring impact and centre user outcomes.</p> <p>Management of a range of services including some with contractual outcomes</p>	<p>Experience of community development</p> <p>Experience working with asylum seekers and refugees</p> <p>Experience of implementing and managing financial systems and procedures</p> <p>Front line work with clients and with volunteers</p> <p>Working with local or regional partners in co-production to improve services</p>
<b>Knowledge, Skills and Abilities</b>	<p>Knowledge of charity / voluntary sector</p> <p>Knowledge of fundraising and fundraising opportunities</p> <p>Sound knowledge of financial management and administration</p> <p>Excellent interpersonal skills with the ability to warmly engage with and care for others</p> <p>Ability to develop and maintain networks and partnerships</p> <p>Good team member with the ability to motivate staff and volunteers</p> <p>Sound knowledge of approaches to project monitoring, outcomes and</p>	<p>Knowledge of quality systems</p> <p>Understanding of the needs of asylum seekers and refugees</p> <p>Public speaking and presentations</p> <p>Website management</p> <p>CRM systems</p>

	<p>evaluation</p> <p>Ability to work to tight timescales and deadlines</p> <p>Excellent verbal and written communication skills</p> <p>Excellent IT skills - Microsoft Office</p>	
<b>Qualifications</b>		Degree level education
<b>Personal Qualities</b>	<p>Supportive of the four core values and ethos of St. Augustine's Centre with a strong commitment to equality.</p> <p>Approachable, outgoing, prepared to listen to others' point of view, patient, flexible, open to ideas, committed, reliable, enthusiastic, welcoming and friendly.</p> <p>Democratic and enabling management / leadership style</p> <p>Proactive with dynamism, energy and a strong presence - decisive with a 'can do' attitude</p>	

# Life in the Centre

## I Know I Am Welcome...

The people who come to St. Augustine's Centre are at the heart of our work. We come together to share meals and stories, to work together growing and cooking food, learning English, developing skills, supporting each other and becoming friends. In short, we come together to build a community.

Who are the 'we' who meet together at St. Augustine's? We are:

- We are people who have travelled from many parts of the world to seek asylum and become part of the St. Augustine's community
- Local children (under 5) who come with our parents to the nursery every day with our staff.
- People from our part of Halifax who use a range of services and contribute to activities at St, Augustine's and are part of our community



We are volunteers; people with learning difficulties, poor mental health, young people, retired people who all have something to offer. Stories are told as the garden is dug, the food is cooked and eaten and the fashion show is planned or music is played and sung.

There is laughter, sadness, celebration and struggle. Those who come here are changed: we have found somewhere to live, learnt a new skill, shared friends, given and received.

## Support and Guidance...

Years of listening has seen the St. Augustine's Centre prosper with its ability to offer a uniquely tailored, personal and professional programme of support and guidance.



The Centre provides help to all members of the local community who need assistance without prejudice.

The Welcome Advice Drop-in provides expert advice and assistance on an ever increasing range of areas including asylum support, health, welfare benefits, housing and education. These services are accessed by the local community, refugees and those seeking asylum.

Specialist Immigration advice is provided by two of our staff who have passed their Office of Immigration Services Commission (OISC) exams. We work closely with local solicitors and other refugee support organisations. We are keen to expand this important and specialist area of work.

## Education and Training...

From English to knitting, employability to music, parenting skills to I.T, gardening to cooking St. Augustine's combines education with real life. Our ESOL (English for Speakers of Other Languages) programme offers 9 different classes each week at a variety of levels. Over 30 ESOL teachers and assistants teach English to around 250 people who attend our language classes every week.



With our employability support volunteers provide 1:1 support and training to help people move into work.

We are increasingly asked to offer training to businesses and organisations in Calderdale and



would like to develop this side of our work as an income stream. We also provide 'Country in Focus' talks, working with our Centre Users to bring to life the countries and cultures they come from.

Continuingly assessing abilities and needs the Centre's education and training programme breaks down barriers to learning, offers a safe place to share and gain new skills, builds confidence and improves lives. Most courses, informal and formal, are just a stepping stone towards further education or employment but they are the stepping stones that have brought a sense of achievement to many who live in and pass through the community.



## The Support and Integration Project

Our dedicated Vulnerable Persons Resettlement Scheme (VPRS) worker supports the integration of identified Syrian and other families recently moved to Calderdale.

Our Support and Integration Project worker also helps support refugees and asylum seekers who have been placed into different parts of Calderdale, connect with, contribute and get involved in their local communities.



## Early Years...

The St. Augustine's Early Years programme nurtures children through their early life in a stimulating and caring environment. Our Nursery was rated "Good" by OFSTED in 2018.



St. Augustine's sees all children as valuable members of the community and treats everyone as an individual, caring for their development and educational needs through play and creative activity which is

delivered by a team of supportive and friendly qualified teaching staff.

Many generations of families have started their early years at the St. Augustine's Nursery and have gone on to prosper as responsible members of the community.

## Building Communities...



St. Augustine's aim is to support and build community. Its ethos is to respect and value individuals, welcome the vulnerable and care for all. Offering a safe sanctuary and a range of creative and educational resources and activities the St. Augustine's Centre is a place where the isolated become fulfilled individuals who, we believe, are important foundations for building a more prosperous and loving community.

When resources allow, we put on events and organise trips out to the seaside and elsewhere – always 3 coachloads to Filey!





## Welcome Cafe...

The Welcome Café is not just a great place serving food from all over the world, it is an important social space, proving an opportunity for people in the community to come together and a meal. It is an important opportunity for volunteers to develop new skills and meet new people. In 2018 our incredible volunteer cooks and kitchen assistants served an amazing 11,587 meals!

