Strategic Development Brief

Fee: £6,800
Duration: 40 weeks  £17.00 per hour averaging 10 hours per week.
Start Date: Immediate

Exciting developments are on the horizon! Thanks to recently securing three-year funding, we’re in a great position to plan for the future and shape how our community welcomes individuals fleeing war and persecution. This funding marks a pivotal moment in our journey towards organisational resilience and effectiveness. At the same time, Calderdale Metropolitan Borough Council is starting its journey to become a Local Authority of Sanctuary. This presents a great opportunity for us to link together strategically, collaborate and align efforts in how our Valley welcomes Refugees and people seeking asylum.

We are looking for someone who enjoys the finer details and is skilled in creating and enhancing internal policies and procedures to strengthen our organisation. This role entails working closely with our diverse group of members (organisations) and supporters (residents) to create our three-year vision and develop a strategic plan to achieve it. Experience of evaluation tools and frameworks is crucial for assessing our effectiveness, and a proactive attitude towards partnerships and collaboration is key. If you’re passionate about making a real difference and eager to contribute to our common goal, we’d love to hear from you.

Additional information

Our Trustees are friendly and passionate about the work we do, dedicated to making tangible differences in the community. We have six members, four of whom have lived experience of seeking sanctuary and are central to driving our work forward. Through collaboration with The Cranfield Trust, we have been able to identify further opportunities for organisational improvement which includes; seeking more trustee capacity and having longer-term strategic direction which this brief is in response to.

Currently, we have one part-time paid position: Membership Engagement Lead. In the past six months, the postholder has significantly contributed to expanding our membership and engaging effectively with our partners.

About Calderdale Valley of Sanctuary

We are part of the national City of Sanctuary movement and are committed to creating a welcoming culture in Calderdale built upon a greater understanding of how communities can support each other and the particular challenges that those seeking asylum face on their arrival.

Further information about all we do can be found on our website: https://calderdale.cityofsanctuary.org
The Strategic Development Brief

The Strategic Development role will support the Board on its journey of self-improvement, lead the development of our 3-year strategy, ensure our internal policies and procedures are fit for purpose and work with colleagues in the Calderdale Metropolitan Borough to support them on their journey of becoming a Local Authority of Sanctuary.

In practice, this means:

- Working with the Board of Trustees to continue our journey. This will include clarity on job descriptions for Trustees, finalising our organisational values, establishing minimum standards of operation and supporting the next steps as guided by The Cranfield Trust.
- Working with the Board to develop a vision and action plan to guide our work for the next 3 years.
- Working with our Membership Engagement Lead to ensure the strategic development is informed by our members and supporters.
- Using this insight to develop a 3-year strategy and evaluation framework.
- With the Chair, reviewing current policies and procedures and drafting new ones for the Board as required, such as a Whistleblowing policy.
- Engaging with Calderdale Metropolitan Council colleagues and the national City of Sanctuary lead to support their aspiration to become a Local Authority of Sanctuary. More information at https://la.cityofsanctuary.org/

Outcomes and outputs

Outputs

- 3-year strategy for Calderdale Valley of Sanctuary aligned with Calderdale Local Authority of Sanctuary
- All relevant policies and procedures updated
- An evaluation framework to measure impact
- Minimum 2 additional trustees with key skills to address gaps in current skill set

Outcomes

- Improved organisational resilience
- Increased level of community cohesion
- New strategic partnerships/cohesion between members
Interested?

1. Take a good look at the description for the brief below.

2. Send us your CV including 2 referees. **We will not contact your referees unless you are offered the job.**

3. Write an expression of interest, setting out in no more than 2 sides of A4 how your skills and experience are relevant to complete the requirements of the role.

4. Submit your CV and expression of interest to us by email admin@calderdale.cityofsanctuary.org by 5 pm Friday, May 17th 2024.

Interviews will take place on Wednesday, May 22nd 2024.

**Questions?** If you have any questions please contact Laura Beesley by email: hello@calderdale.cityofsanctuary.org before **Friday, May 10th 2024.**

Calderdale Valley of Sanctuary is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We are an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds.
# Strategic Development Brief

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## Key Responsibilities

### Development of 3-year strategy

- Research best practice examples from other relevant organisations to assist this work.
- Engage with our members and supporters (with support from The Membership Engagement Lead) to gather key insights to inform the strategic priorities.
- Work with the Board to develop a draft to be circulated with partners.
- Set out in the strategy the clear priorities for each year over the 3 years and identify opportunities for other strategic alliances.
- Develop an action plan with the Board to deliver the Strategy.
- Set out a clear monitoring process for the strategy including Board review meetings and a mid-term evaluation and wider consultation.
- Develop an evaluation framework which is fit for purpose.

### Organisational development

- To liaise with the Chair and identify the key policies and procedures that need updating or producing as required by the Charity Commission, funders etc.
- Prepare draft policies and procedures for the Board’s consideration.
- Finalise the policies and ensure they are available as required.
- Actively recruit new trustees to meet skill gaps.
- Support the Designated Safeguarding Lead and Chair of trustees to ensure that all safeguarding procedures are robust.

### Local Authority of Sanctuary Award

- To work with our local authority colleagues to identify how we best support their application to become a Local Authority of Sanctuary.
- To attend the National City of Sanctuary Local Authority Network.