

Interim CEO

Role title: Interim Director

Salary range: £40,000 - £45,000 (per year, depending on experience)

Hours: Full time (37.5 hours per week, with flexibility for an exceptional candidate)

Contract: 8 months fixed term contract (3-month probation)

Annual leave: 31 days (28 days + 3 days Christmas closure)

Location: London hybrid, with the option of remote-only work for an exceptional candidate.

Reporting to: Board of Trustees

About the Work Rights Centre

Work Rights Centre is a charity founded by migrants, and for migrants. Every day our multilingual team of advisers support beneficiaries to stand up to unscrupulous employers, apply for jobs, access benefits when they're struggling, and secure their immigration status. Since our foundation in 2016 we have supported over 4,000 individuals, recovered over £150,000 in unpaid wages, and helped more than 750 EU citizens to secure their status in the UK after Brexit. We're just getting started. As one of only a handful of charities with a Russian-Ukrainian caseworker, we're at the forefront of the UK's response to the humanitarian crisis.

About the interim CEO role

The Work Rights Centre is seeking an Interim Director to guide our small but ambitious team of 14 employees (9 FTE) in fulfilling the charity mission while our permanent Director is on leave. During this time, the Interim CEO has three main objectives:

1. Leadership and strategy - ensuring that staff stay focused on the charitable objectives and the strategic goals for 2023
2. Management - providing support and guidance for the COO, Service Provision Managers, Solicitors, Policy Officer, and Communications Officer, to ensure that the charity delivers the best possible service to its beneficiaries and stakeholders.
3. Reporting to the Board of Trustees - providing trustees with the necessary information to evaluate the performance of the charity.

Responsibilities

The responsibilities of the Director revolve around the three objectives.

1. Leadership and strategy

- Ensuring that the charity business plan and strategic goals for 2023 are met.
- Ensuring that all charity activities are in accordance with the constitution and aims of the charity, and compliant with the Charity Commission's guidance.
- Overseeing the charity's relationships with high profile stakeholders, including responses to policy consultations, press requests for comments, and partnerships across the third sector.
- Overseeing financial management, recruitment and the upkeep of policies and procedures governing the organisation.
- Oversees the charity's research and data collection, that supports our evidence-based policy influencing.

2. Management

- Overseeing the smooth running of service provision, including line management of the Service Provision Managers and Solicitors.
- Overseeing fundraising, finance and operations of the organisation, including line management of the COO.
- Overseeing the publicity, press relations and social media outreach in accordance with the Communications Strategy, including line management of the Senior Communications Officer.
- Overseeing policy influencing and associated research, in accordance with the approved strategy, including line management of the Policy and Research Officer.
- In collaboration with the COO, oversee procurement and relationships with external contractors.

3. Supporting the Board of Trustees

- Working closely and regularly meeting with the Chair of Trustees and COO.
- Reporting to the Board of Trustees, making sure that the governing Board is fully aware, and supportive of, the charity's everyday programme of work.
- Organising quarterly Trustee Meetings and annual Planning Day, as needed.
- Ensuring that all charity activities are in compliance with the Governance Guide, Delegation of Authority and all other policies and processes as approved by Trustees.

There is a lot to learn, and to offer, at the Work Rights Centre. The charity has grown substantially since our foundation in 2016, both in terms of casework, policy influencing, and media interventions. This relies on our ability to remain agile. We trust you to be responsive to our changing needs, and to adapt your workload and undertake any other duties that may be reasonably required.

Person specifications

Experience

- Significant experience in a management position in the third sector or in a small business.
- Significant experience in leading a team to achieve strategic goals.
- Experience in managing relationships with high level stakeholders.

Skills

- Strategic thinking: ability to assess complex information and decide on the right course of action
- Project management: ability to set and achieve objectives, allocate resources, delivering, delegating, and supervising as appropriate, to complete in a timely fashion.
- Financial literacy and budget management.
- Ability to recognise, monitor and manage risks.
- Excellent verbal and written communications and interpersonal skills, including an ability to present information compellingly to high level stakeholders.
- Excellent IT skills, including a high standard of work in Microsoft Word and Excel.
- Understanding of the importance of safeguarding.
- Knowledge of, and empathy with, the backgrounds and experiences of vulnerable migrants.
- Knowledge of legal and regulatory obligations for charities in the UK

Personal attributes

- Confident and resourceful, you can work to a high standard with minimal supervision.
- Enthusiastic and proactive, you are self-motivated by a strong sense of justice.
- You have a real commitment to the aims and values of the Work Rights Centre.

Desirable

- Knowledge of employment and immigration law and policy.
- Experience in grant fundraising and bid writing

Finally, the Work Rights Centre is a charity founded by migrants, for migrants and vulnerable Britons. Many of our staff have had lived experiences of the issues encountered by our beneficiaries. If this is also you, if you have had experience of working in unscrupulous or unsupportive environments, if you have felt intimidated by formal justice, but you now trust that you can be part of a change, please apply.

How to apply

Please email our COO kasia.figiel@workrightscentre.org with an updated CV, and a cover letter outlining: (1) why you support the mission of the Work Rights Centre, and (2) what you think you have to offer to the Board by **the end of Sunday, 25th September**. Shortlisted candidates will be contacted with a written task, and the best responses will be selected to progress to the interview stage.

FAQs

What are my professional development opportunities?

The Work Rights Centre has a real culture for learning and upskilling. We have a dedicated training budget and encourage team members to attend training from reputable professional organisations.

What other benefits do staff get?

We offer enhanced sick pay for up to 30 days, and have worked hard to secure enough funding to support all staff who wish to start families, by offering 20 weeks of enhanced parental pay.

How is the Work Rights Centre funded?

Our main source of funding is grants from independent charitable foundations. Having started with zero capital in 2016, over the last years we have developed long-term relationships with some of the best-regarded funders in the UK, including Trust for London, Tudor Trust, the National Lottery, City Bridge Trust and many more. You can view a full list of our current funders on our [About us](#) page, and look up our financial record on the [Charity Commission's register](#).

How financially sustainable is the Work Rights Centre?

The Work Rights Centre is on a path of significant financial and organisational growth. For the last six years we have consistently increased our income and the size of our team. In the last financial year ending March 2022, we have grown our funding by 16% and we are projecting to grow substantially this year. You can learn more from our previous years' accounts on the Charity Commission's register.

Where is the Work Rights Centre headed in the next couple of years?

The Work Rights Centre has two strategic objectives for the next couple of years. First, consolidate our frontline work, by widening our team with highly qualified solicitors and advisers. Second, use frontline insights to formulate, and drive, an agenda for systemic change. In practice, systemic change means policy influencing, media interventions which raise the public profile of precarious work, but also strategic litigation.