African Rainbow Family

A World without Prejudice

Job Title:	**Programmes Manager**
Reporting To:	Chief Executive Officer
Responsible For:	Staff Team and Service Delivery
Salary:	£36,150 per annum - £42,426 depending on experience
Hours:	37.5 hours per week (flexible working will be considered)
Location:	Manchester.
Appointment:	1-year fixed term contract with possibility of extension depending on funding availability
Pension:	Generous NEST pension scheme
Closing Date:	**Ongoing**
Interview Date:	**As soon as a suitable interview pool is reached**

Introduction	This is a new role in African Rainbow Family, a Leading UK Based Expert by Experience Grassroots Charity Campaigning and Advocating for Racial Justice and Human Rights of LGBTIQ+ Refugees and People Seeking Asylum of African Heritage & the Global Majority. It will appeal to someone with a strong desire to pioneer programmes management, advocacy and campaigning in a unique setting.
Job Overview and Summary	The Programmes Manager will play a crucial role in shaping and delivering the day to day of African Rainbow Family's programmes across all of our centres. The post holder will be responsible for staff management, including the Grants, Fundraising and Monitoring Officer, service delivery, financial oversight, funding, influencing decision-makers, engaging stakeholders, and overseeing impactful advocacy and campaigns to ensure LGBTIQ+ refugees and people seeking asylum's human rights, dignity and wellbeing are prioritised in public policies and how we deliver our services. The Programmes Manager position is ideal for someone with previous experience of income generation and a proven success in securing funding from Trusts, Foundations and grant making bodies. Including Corporate Bodies, marketing and profile building. This role requires a strategic thinker with strong project and/or programme management skills and expertise, policy understanding, and excellent communication skills. African Rainbow Family's approaches to our racial justice and human rights work are Lived-Experience-Led by our service users (Siblings) and will involve working with Siblings, volunteers and staff members to amplify Siblings' voices. The post holder will also work with politicians, policymakers, solicitors, clinicians and internal stakeholders, partner organisations, and the public to deliver services, advocate and campaign for change, ensuring that African Rainbow Family remains a leading voice in LGBTIQ+ refugee and asylum seeking policy, advocacy and campaigns.
Main Duties/Tasks	**Core Functions:**

	• Oversee the charity's day-to-day programmes operations, ensuring efficiency and compliance. • Key responsibilities include grant applications, managing budgets and resources, developing and implementing policies, ensuring compliance with regulations, and working with senior leadership to align programmes operations with the charity's strategic goals. • The role also involves staff management, stakeholder engagement, and often reporting to the board of trustees. Contribute to strategic documents/timeline and papers for Trustees. **Key Areas of Responsibility** • Strategic planning and development: Work with the CEO and Board of Trustees to develop, drive and implement the charity's overall strategy and business plans. • Financial management: Oversee operational budgets, monitor performance against KPIs, and prepare reports for management, trustees and funders, donors and other stakeholders. • Governance and compliance: Ensure the charity operates ethically and in compliance with all relevant legal, governance and regulatory requirements, including data protection, health and safety: including risks for activities and events, and safeguarding. **Income Generation** • You will work closely with SMT, Grants, Fundraising and Monitoring Officer and Media, Relationships and Communications Officer, to research new funding opportunities, building and sustaining strong relationships with new and existing funders. • You will prepare grant applications and maintain a comprehensive database of funders, opportunities and grant applications, in addition to managing and evaluating bids to ensure optimal outcomes. • You will work with the Grants and Monitoring Officer to prepare grant applications and maintain a comprehensive database of funders, opportunities and grant applications, in addition to managing and evaluating bids to ensure optimal outcomes. **Key Programmes Operational Responsibilities** • Policy and Procedures: Develop, review, and implement policies and procedures to ensure they are current, accessible, and support best practices. Manage HR contracts and systems • Risk Management: Manage the charity's risk register and ensure processes are in place for monitoring and mitigating risks. Including facilities management. • HR: Staff and volunteers management including staff recruitment, induction, supervision, manage their professional development (training), appraisal, team communications and support volunteers. Manage disciplinary and grievance procedures. • Stakeholder Relations: Liaise and work with Commissioning Boards, community groups, partners, and other stakeholders to build and maintain relationships. • Service delivery: Manage and oversee the delivery of the charity's services, ensuring they meet quality standards and funder requirements. **Required Skills and Experience** • Excellent leadership and organisational skills • Strong financial acumen, including budgeting and forecasting • Proficiency with relevant software and digital tools such as Salesforce • Strong communication, both written and verbal • Attention to detail and process-oriented mind-set • Experience in policy development and implementation • Organisational Effectiveness – including knowledge of charity law, fundraising regulations, case management, data storage systems and data protection (e.g., GDPR, Data Protection, etc.) Any other reasonable duties as required by your Line Manager.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications, Knowledge and Experience	● Minimum 2 years' experience in programmes or operations management for example project management, providing professional support to Trustees, Senior Management Team, Staff and Volunteers. ● Proven experience in project management, people management and financial oversight, ideally in a charity, or similar sector. ● At least 2 years' experience of office administration/management or providing support to a senior leader, management team or board ● Experience of budget management or assisting with an organisation's financial management ● Understanding of the regulatory and governance requirements of charities ● Experience and proven track record of writing successful funding, grants applications and biddings. ● Strong understanding of UK political systems and policymaking processes ● Experience in stakeholder engagement, including working with funders, donors, politicians, government officials, or partner organisations ● A track record of developing and delivering impactful services that enhance ethical advocacy and campaigns that influence decision-makers and make positive changes.	● Experience working on human rights policy or LGBTIQ+ refugees' advocacy ● Knowledge of Home Office policy and human rights law ● Familiarity with digital advocacy and media and grassroots campaigning tools ● Experience of working with LGBTIQ+ refugees and people seeking asylum ● Experience of using a CRM system or database such as Salesforce ● Direct experience of the asylum process or of working with people seeking asylum ● Strong media relations skills, including experience securing high-profile coverage
Skills and Attributes	● Commitment to principles of equality, diversity and collaborative working ● Excellent written and verbal communication skills, with the ability to translate complex policy issues into clear, compelling messaging that fits funding priorities ● Excellent networking and influencing skills ● Ability to build strong working relationships internally and externally at all levels	● Experience of public speaking/ presenting at Board or Committee level ● Experience of delivering training and workshops

	● Ability to work in a logical and organised manner ● Ability to work effectively as part of a team as well as independently ● Self-motivated and positive attitude with the ability to work under pressure, prioritise workloads, and respond quickly to political or media developments ● Excellent IT skills including Microsoft packages and database such as Salesforce ● Excellent presentation skills with the ability to get information and ideas across clearly and succinctly to all audiences ● A creative and lateral thinker with the ability to look for innovative solutions to problems ● Solid knowledge of website analytics tools (e.g. Google Analytics) ● Demonstrate interest and commitment to working with marginalised groups ● Highly creative, with experience in identifying target audiences and devising services that engage, inform, and motivate funding opportunities	
Additional requirements	● Committed to continuing professional development ● Passion for improving African Rainbow Family's vision through policy change ● An understanding and commitment to the values of African Rainbow Family ● Willingness to get involved with activities across the charity ● Willingness to travel to African Rainbow Family's other centres	● Willingness to occasionally work outside of normal office hours including weekends and evenings

Get to know us

African Rainbow Family (ARF) is the Leading UK Based Expert by Experience Grassroots Charity Campaigning and Advocating for Racial Justice & Human Rights of LGBTIQ+ Refugees and People Seeking Asylum of African Heritage & the Global Majority. Registered charity (No. 1185902). African Rainbow Family was established in 2014 by a lesbian in the wake of some Commonwealth countries in Africa's toxic and draconian anti-gay laws; persecutions and environment which seek to criminalise LGBTIQ+ people for the preference of whom they choose to love.

We provide:

- Peer support, advocacy, advice, information, training and counselling for LGBTIQ+ refugees and people seeking asylum
- Support communities who face constant harassment, hate crimes and discrimination heaped on them by an ignorant society because of their sexuality or sexual preferences and or gender identity.
- Campaigning For Global LGBTIQ Equality.

Our main office is in Manchester with another 4 centres in Leeds, Birmingham, London and Swansea. African Rainbow Family is committed to equality and diversity. We welcome applications from all sections of the LGBTIQ+ community, people with Lived Experience of asylum seeking, immigrant background and Black and Global Majority. The post will be subject to a genuine occupational requirement and is only open to people who identify as lesbian, gay, bisexual, transgender or intersex.

Benefits include:

28 days annual leave including Bank Holidays	Generous pension scheme
Equipment to support your work	Paid 2 duvet days a year
Development and growth opportunities	Salary review
Paid staff day off on their birthday	Employee reward scheme
Free parking at our office	Paid Sick leave after 6 months
Employee wellbeing support	Cost of living crisis support
We are an accredited Living Wage Employer	Flexibility around commitments for part-time staff

HOW TO APPLY:

Please read the job description and person specification. Email your completed application form and monitoring form to info@africanrainbowfamily.org. The successful applicant will be required to undergo an enhanced DBS check and to disclose all non-protected criminal records at the point of interview.

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Should you like to discuss the role further or ask any questions about the role, send your question(s) to info@africanrainbowfamily.org or contact us on: **0333 335 6326 or 0161 567 0419** (Monday to Friday, 9.30am to 5pm UK time).

Our Values

Here at African Rainbow Family, our values guide the way in which we work. By being courageous, working together, being passionate about our work, and making sure that we are creative in what we do, helps us to deliver the support necessary so that our charity can continue to deliver the very best advocacy and campaigns for our Siblings and partners. Our values are:

Courage: we try new things and take risks to innovate and drive forward new ideas. We have the courage to speak up and take a stance. We are accountable, responsive and responsible. We are unstoppable.

Together: we work together as one team, sharing our knowledge and learning. We work in partnership with Siblings, volunteers, partners, supporters and colleagues. We are respectful, celebrate diversity and empower each other to achieve our aims.

Passion: we are passionate about what we do and why we do it. We work together to share and grow. We inspire others.

Magical: we are fun, creative and lived experience led. We create special moments, provide little extras and go further for our brave Siblings.

Note: This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as required by the needs of African Rainbow Family.