

Head of Charity Bath Welcomes Refugees

About the job:

Bath Welcomes Refugees is seeking a new Head of Charity.

- **Salary:** Up to £45k (based on experience, pro-rata if part-time)
- **Hours:** Part-time: 30 hours per week – Full time hours are negotiable
- **Location:** Bath, UK (Hybrid role)

Bath Welcomes Refugees (BWR) is an impactful charity dedicated to supporting refugees and asylum seekers to settle in Bath and the surrounding area. They provide practical, emotional, and advocacy support, working closely with local authorities, community organisations, and volunteers to create a welcoming environment. BWR was founded in 2015 by members of the local community with a desire to welcome refugees and became a registered charity in 2017.

Their mission is to help refugees rebuild their lives with dignity, security, and opportunities to thrive within local communities. BWR activities include the delivery of integrated social support; help and protection for physical, mental, and financial hardship; resettlement and befriending; fundraising; tuition, particularly in relation to English language support; the finding, furnishing, and renovation of homes and gardens; the protection of data and every aspect of safeguarding; and the enhancement of the lives of those they support. They have over 200 volunteers supporting children and adults, refugees and asylum seekers from Syria, Afghanistan, Ukraine, and other countries, and since 2015 they have supported over 800 people.

They are now seeking a new Head of Charity who will provide strategic leadership, operational oversight, and external representation for Bath Welcomes Refugees. You will work closely with the Board of Trustees, Management Committee, staff, and volunteers to develop and implement the charity's strategy, secure funding, and ensure high-quality support for refugees and asylum seekers. The Head of Charity will be responsible for financial and risk management, stakeholder engagement, and ensuring compliance with legal and regulatory requirements.

Responsibilities cover:

- Strategic Leadership and Governance
- Fundraising and Financial Management
- Operations and People Management
- External Relations and Advocacy
- Safeguarding Lead

For this exciting new role, we are ideally seeking:

- Proven experience in a senior management role or running a small organisation in the charity or non-profit sector.
- Experience in securing funding and grant bid writing.
- Strong strategic planning, financial management, and governance experience.
- Excellent interpersonal and communication skills, with a collaborative and "hands-on" leadership style.
- Ability to build and maintain partnerships with diverse stakeholders.
- Experience in volunteer management and people management, including senior staff and volunteers.
- Understanding of IT systems including CRM systems and operational efficiency.
- Strong understanding of impact measurement and reporting.
- Flexible approach and ability to adapt to a dynamic and evolving environment.

Moon Charity Practice and Bath Welcomes Refugees are equal opportunities employers and welcome applications from all areas of society, particularly those with lived experience of forced migration. Bath Welcomes Refugees are proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.

For further details and to apply, please contact Leighann Beck via recruit@moonexecsearch.com quoting reference MC2578.

Closing date for applications: midnight, Sunday 15th June 2025