**INTERNATIONAL CARE NETWORK**

Chief Executive Officer

International Care Network, a Christian charity in Bournemouth that supports refugees and asylum seekers (and to some extent other vulnerable migrants), is looking to recruit a new CEO to lead us into the future, following the retirement at the end of this year of Irwin Buchanan who has been our CEO for the past six years.

The successful applicant will:

* Be able to lead spiritually, having proved God’s faithfulness in their own experience, aware that the weekly staff meeting for prayer is at the heart of the work.
* Have a soft heart, with experience in and passion for serving vulnerable people
* Have a hard head, able to analyse data and address the financial challenges we face by reducing expenditure or raising income
* Be an encourager of a dedicated staff team of 16 (= 10 full time equivalent posts), for whom their work is a calling, plus volunteers.
* Have suitable qualifications and experience to manage a small but complex organization that works cross-culturally.

Terms of Service

The post requires a minimum of four days/week, and the full-time salary will be £30,000. There are five weeks paid holiday annually and an opportunity to join the ICN pension scheme after six months employment.

Background

ICN began in about 1998 as a group of people who befriended Kosovan and Afghan refugees who had been placed in Bournemouth. It has developed considerably over the years, but friendship with refugees has remained at the heart. It was incorporated as a company and registered as a charity in 2003. Our current work includes:

* **General support and advice**: such as benefits, housing, employment, health and legal matters.
* **Immigration advice**: applications to the Home Office for visas, naturalisation, travel documents; appeals to the Tribunals
* **Specialist Domestic Violence care**: for those for whom immigration status is a complicating factor
* **Specialist care for isolated women**
* **Accommodation and care of SCSA** (Separated Children Seeking Asylum): currently 10 are accommodated and others are supported in other ways.
* **Support for ex-SCSA under Leaving Care legislation**
* **ESOL classes**: before the Covid restrictions in March there were 60 students in classes at the ICN Centre.
* **Weekly ESOL classes, with crèche, for women and small children**: to help with English, living in UK, and social needs. Before Covid restrictions there were 95 women and 45 children involved in classes and Homework Clubs in the community.
* **Care of Syrian families admitted locally under the government’s resettlement scheme**. We hold contracts with two local authorities to support 9 families with their resettlement in the UK.
* Occasional **social events** for the refugee community.
* **Networking** with others nationally doing similar work, including BCP city of Sanctuary, the Churches Refugee Network, the Refugee Legal Group, NACCOM (No Accommodation Network), firms of specialist solicitors, Red Cross, Shelter, Faithworks Wessex and local DV support agencies.
* The **administration** necessary to support this: management of staff, money, volunteers, tenancy of office, equipment, minibus, DBS checks, website.

*Under development* at the moment is:

* **The setting up of a house for new SCSA** arrivals with a dedicated live-in member of staff.

*In the past* we have also run:

* **Supporting People** programme, with and without provision of accommodation – at one time over 40 properties were rented by ICN and sublet to adult refugees.
* **Accommodation and care of SCSA** on a much larger scale than currently. Over 150 boys (and a small handful of girls) have been through ICN care.
* **Training course for self-employment.**
* **Teaching course to prepare for the Life in the UK Test**: the test is essential for those wishing to stay in the UK.
* **Basic literacy class** for those completely illiterate in any language.
* **Short holidays away**: 3 in Somerset, 1 on the Isle of Wight, 1 in Devon; all of about three days’ duration.
* **Specialist drug and alcohol support**: for those for whom cultural or national background is a complicating factor
* **Destitution support**: one house for four clients who had outstanding asylum claims and no other means of support.
* **Furniture project**: to give skills and structure to refugees.
* **Food bank**: for the destitute.

Exploring?

The Job Description and Person Specification are available as links on this website.

Potential applicants are welcome to discuss any aspect with the retiring CEO, Irwin Buchanan, **on 07960 720326**. You are also welcome to visit the office – please ring Irwin to make an appointment. Current Covid restrictions mean that some staff are working from home, some advice is given by phone rather than face-to-face, and ESOL lessons are currently suspended: the office is not as busy as usual.

You may also wish to discuss terms of service with the Chair of Trustees, James Davies. Please call him **on 07957 873197**; if there is no answer please text and he will call you back.

Applications

Please apply by sending your CV and an accompanying letter that explains your reasons for applying, your suitability, and your initial thinking as to how you would wish ICN to develop. Please address these to James Davies, the Chair of Trustees, at jameswdavies51@gmail.com,by 31 August.

Timetable

The intention is to interview and appoint during September. We hope the successful candidate will be able to begin work as CEO-designate in November, shadowing Irwin in his last month.

James Davies