



## Governance, Partnerships and Projects Coordinator | Role Description

Updated April 2023

### ABOUT US

Big Leaf Foundation is a small charity working with displaced young people in Surrey. Our aim is to provide a nurturing programme of activities, projects and events that focus on combating social isolation and improving wellbeing for the young people we support.

The experience of arriving in a new country is, for many young people, overwhelming and incredibly difficult. They are often cut off from everything that is familiar to them, leaving them vulnerable to loneliness, isolation, anxiety and boredom. Our founders saw an opportunity to change their situation and help them feel a sense of inclusion within a network of their peers and the wider community.

We want to engage the young people we work with to be excited about the opportunities available to them, and to value their unique talents and abilities so that they can rediscover their potential and move forward with renewed optimism. We want to support and empower these young people to know that they are more than the status they have been given and help them find their place within their local community.

### OUR VALUES

**Trust & Transparency** | Nothing is more important than trust, because so many of our young people have experienced a world in which they can trust nobody. It's essential that we build a relationship based on trust with our young people, and that they have confidence we will always act in their best interests. We achieve this by maintaining high standards of honesty and transparency at all times.

**Equality** | We create a safe, inclusive environment free from bias, prejudice and hierarchy. We want our young people to grow and explore their potential in a non-judgemental space in which all participants are equal. Empathy and compassion are our watchwords.

**Growth** | Everything the Big Leaf Foundation does is focused on promoting the personal growth of our young people. We want to help them move beyond the status they have been given as a “displaced persons”, and to understand and explore their unique potential as individuals.

## ABOUT THE ROLE

### Overview

Since 2017 Big Leaf Foundation has grown considerably, in the number of young people we are supporting, the geographical spread of those young people across Surrey, and the number of supporting partners and organisations we are working with to provide our enriching programmes. The Governance, Partnerships & Projects Coordinator position was established to support the management and engagement with each of our working partners, and coordinate governance and administration across the organisation.

- **Contract:** Self-employed position funded for 1 year (with possibility to extend subject to funding)
- **Hours:** Part-time – 20 hours p/w (might occasionally include some evening work)
- **Salary:** £115 – £135 per day depending on experience
- **Location:** Surrey (Guildford, Redhill & home-working)
- **Reports to:** Line Manager & Trustees
- **Closing date:** 6pm on Thursday 25 May (interviews will take place on 2 June).

You'll be embarking on a challenging and rewarding role, engaging directly with the Big Leaf core team to support the development and delivery of programmes and activities for displaced young people in both Guildford and Redhill.

You will be responsible for managing the essential governance and administration processes, management of our statutory requirements, working closely with Big Leaf Foundation's area Programme Managers in Guildford and Redhill, our Casework team, trustees and other partners. Current partners include Social Services, accommodation providers, local community organisations, refugee support organisations, funders, local businesses, sports clubs and other Government support agencies.

### Key tasks

- Lead the Governance of our organisational policies and procedures. Ensure these are regularly maintained and highlight updates or additions required.
- Keeping up to date with any regulatory or statutory changes in policies that might affect the organisation, ensuring that policies are up to date.
- Ensure that the organisation complies with legal and regulatory requirements including minuting of mandatory Trustee meetings.

- Report to trustees on issues, risks, project outcomes and finance needs, in accordance with timescale agreed by Trustees.
- Understand your responsibilities in regard to safeguarding and data protection and retain best practice to inform your work with BLF and compliance by team members and volunteers.
- Work with the Core team and Fundraising Volunteers to track/record/monitor applications in process, and ensure applications are taken to completion and submitted on time. Also support the team in the tracking and submission of grant reports.
- Manage general enquiries and referrals coming through our website and the contact@ email ensuring these are directed to the appropriate team members in a timely manner.
- Act as a point of contact and build good relationships with partners.
- Liaise with our Partners including social workers, foster carers, parents and accommodation providers a required to maximise engagement in our projects and meet BLFs safeguarding commitments.
- Provide logistical support to the BLF Programme Managers. This can include liaising with project partners and suppliers, booking transportation, communication with young people and ensuring the relevant consents are obtained.
- Support the BLF team to recruit volunteers and/or contractors as needed to deliver our programmes and explore new avenues for volunteer recruitment and advertisement.
- Act as the main point of contact for volunteer onboarding, ensuring all documentation is received and training scheduled with team members. This includes the management of DBS checks and ensuring participation in external training.
- Work with the team to identify training needs and research training opportunities and/or organise bespoke training as appropriate to meet these needs.

## PERSON SPECIFICATION

### Essential

- Passion for supporting displaced young people and commitment to Big Leaf's aims and values.
- Awareness of conflict and migration issues and sensitive to cultural issues.
- 3+ years' experience in either charity governance, partnerships management or business management in a small to medium size organisation.
- Excellent strategic thinking, project management, communication and planning skills.
- Experience of working collaboratively and establishing positive working relationships with internal and external stakeholders incl. statutory agencies.
- Experience of working in complex safeguarding environments.
- Able to work on own initiative as a self-starter in a fast-moving remote-working team.

- Ability to lead and motivate others, give direction and as work as part of a team.
- Highly skilled at multitasking and problem-solving skills.
- Excellent IT and administration skills.
- Excellent English communication skills in person, by phone and in writing.

#### Desirable

- Experience using Salesforce or other CRM systems.
- Experience of working with displaced young people.

#### WHAT WE OFFER

- Flexible working hours.
- Ongoing training opportunities.
- Supportive and welcoming team.

Big Leaf is committed to supporting the wellbeing of its contractors and as such we also fund regular counselling supervision and paid leave of 20 days pro-rata. This is highly unusual for contractor/client relationship and has been agreed in order for contractors to manage their wellbeing.

Recruitment is conducted in line with safe recruitment practices. Full terms will be set out in the consultancy contract agreement.

**Big Leaf particularly welcomes applicants with experience of migration and/or a refugee background.** We are an equal opportunities organisation and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

#### TO APPLY

If you feel that you have the skills, experience and motivation required for this role, please complete our application form and return it to [contact@bigleaffoundation.org.uk](mailto:contact@bigleaffoundation.org.uk) before 6pm on Thursday 25 May.