



Candidate pack for CEO



**Breaking
Barriers**
Meaningful employment
for refugees



Welcome

Thank you for considering Breaking Barriers.

We are a fast-paced, start-up charity with a mission to welcome refugees into meaningful employment with one-to-one advice, and guidance, education and training. Refugees and people of refugee background are four times more likely to be unemployed. Yet there is little support available to help build new lives after refugee status is granted. That's wrong. And it's why I started Breaking Barriers.

When I first set up Breaking Barriers, I spent the first couple of years working directly with our clients. Speaking to hundreds of refugees, it was clear that they were determined to be financially stable and find purpose in their work. There was great demand for work experience alongside advice, training and English language tuition. I was also convinced that business had a role to play. So the next step was to persuade leading London employers to offer opportunities.

Since launching Breaking Barriers in 2015, I'm proud that we have reached almost 2000 people and of those, around half found meaningful employment, education or volunteering.

Employment support is our specialism and our tailored advice and guidance is provided in-house to our refugee clients by our dedicated and experienced Employment and Integration Advisers. We give a central role to businesses, and partner directly with over 40 companies across a variety of sectors, to together offer bespoke opportunities for refugees including skills workshops, paid work placements and permanent job opportunities. We also offer English and IT courses at a variety of levels, delivered by qualified and experienced volunteer teachers to support refugees who have barriers around language and digital ability. Our delivery model is hybrid – with remote support complemented by in-person support for clients with lower digital abilities.

We are not an advocacy or policy-led organisation, as we are focused on the service delivery of high-quality employment and education support. We are data-driven and we use the data about our work to improve both our own and the wider sector practices. Clients are at the heart of our work and inform what we do through providing regular survey feedback, specific advisory input, and sharing their stories. We advocate for our clients by collaboratively working with Government departments to make the case for - as well as shape - integration funding for refugees. We've already had tremendous success with the key role we played in the development of the Refugee Transition Outcomes Fund which we have worked on in Manchester and Birmingham.

Our work relies on the generous funding of our network of corporate partners, donors and supporters, and statutory grants. We also work closely with national and local partners to strengthen the sector and wider ecosystem. We are a team of around 70 staff and we have grown considerably over the past 2 years, having the opportunity to expand into new areas of the UK. We are also supported by several hundred volunteers. When I set up Breaking Barriers it was with the intention of addressing the need in its entirety. We know that there continues to be a large and dispersed refugee population with unmet needs and we are focused on bettering our services and growing across the UK.

At Breaking Barriers, we work collaboratively and openly to get things done. We have a flexible and welcoming environment where everyone is encouraged to take ownership, feedback and contribute. I am passionate about ensuring Breaking Barriers has an inclusive culture, ensuring that individuals feel confident to bring their whole selves to work and that we celebrate the differences that make all our staff unique. I also believe that it is vital that we invest in and support our staff with lived experience so that they can flourish and progress within the organisation.

We are looking for individuals who share our motivation, values and ambitions to grow our programmes so we can support more refugees. The right person will benefit from the chance to be part of an ambitious and growing organisation and have the opportunity to innovate, pursue your passion and work as part of an incredibly talented team.

I look forward to hopefully welcoming you to the team soon!



Matt Powell,
Breaking Barriers, CEO

About us

Our vision

We're Breaking Barriers so every refugee can access meaningful employment and build a new life.

Our mission

We welcome refugees into meaningful employment with advice, experience and education. We believe in the power of responsible business to change society for the better through our innovative partnerships.

Our values

Our values underpin everything we do at Breaking Barriers; and our organisation strives to be:



Mission-led

We put refugees first in everything we do. We listen and respond. We act with integrity. We're focussed on impact.

Welcoming

We welcome people of all backgrounds with an open mind. We will make everybody feel comfortable working with us every step of the way. We treat everybody fairly and are friendly. We champion diversity, equality and inclusion.



Entrepreneurial

We believe in the entrepreneurial spirit of every individual to build a better life. We believe in the power of responsible businesses to achieve social change. We're brave and bold enough to give new things a go. We're driven by making a lasting impact.

Collaborative

We believe in the power of teamwork and partnerships. We work collaboratively with colleagues to find creative solutions for the greater good. We're proud to share our expertise and knowledge with partners to further our positive impact.



What's it like to work at Breaking Barriers?

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I enjoy working at Breaking Barriers because of my passion for working with people from a refugee background, the way our services are structured while working in a fast-paced environment and especially the people at Breaking Barriers! I have had the opportunity to develop and grow here, moving from a role in the Finance and Operations team to a role as an Employment and Integration Adviser.

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As an Adviser I support clients to achieve their personal goals which is both challenging and enriching. I have also had the opportunity to get involved in other projects and initiatives such as the Diversity and Inclusion Working Group.



Reine Radwan

Senior Employment and Integration Adviser

What does our work mean to our clients?

“

I got to know about Breaking Barriers when I first got my status and I got a very nice case worker which helped me on how to build my CV, how to build my confidence. They taught me interview skills and also put me into workshops with other organisations that trainings me to be who I am today.

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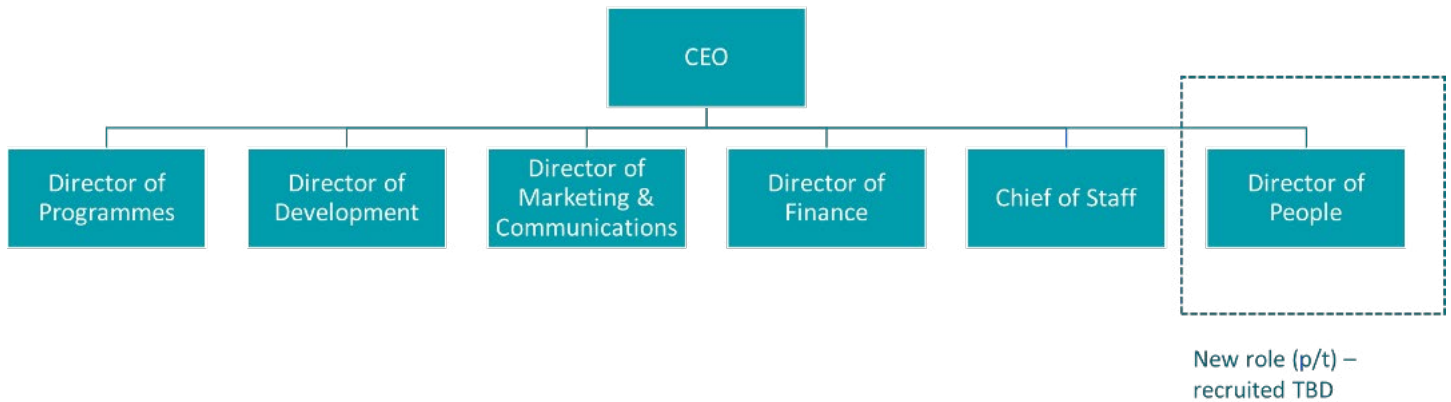
I think my caseworker is the most amazing person I know. Just to know there's somebody out there that's got your back. My support worker told me "Kemi, I got this job. I think it is going to be interesting for you". Which I applied and that's the job I am now. It's a charity that helps refugee worker into employment, and within three months that I got the job, I got promoted twice and all because of Breaking Barriers because even while I'm on the job, Breaking Barriers keep supporting me, telling me what to do and how to carry myself.



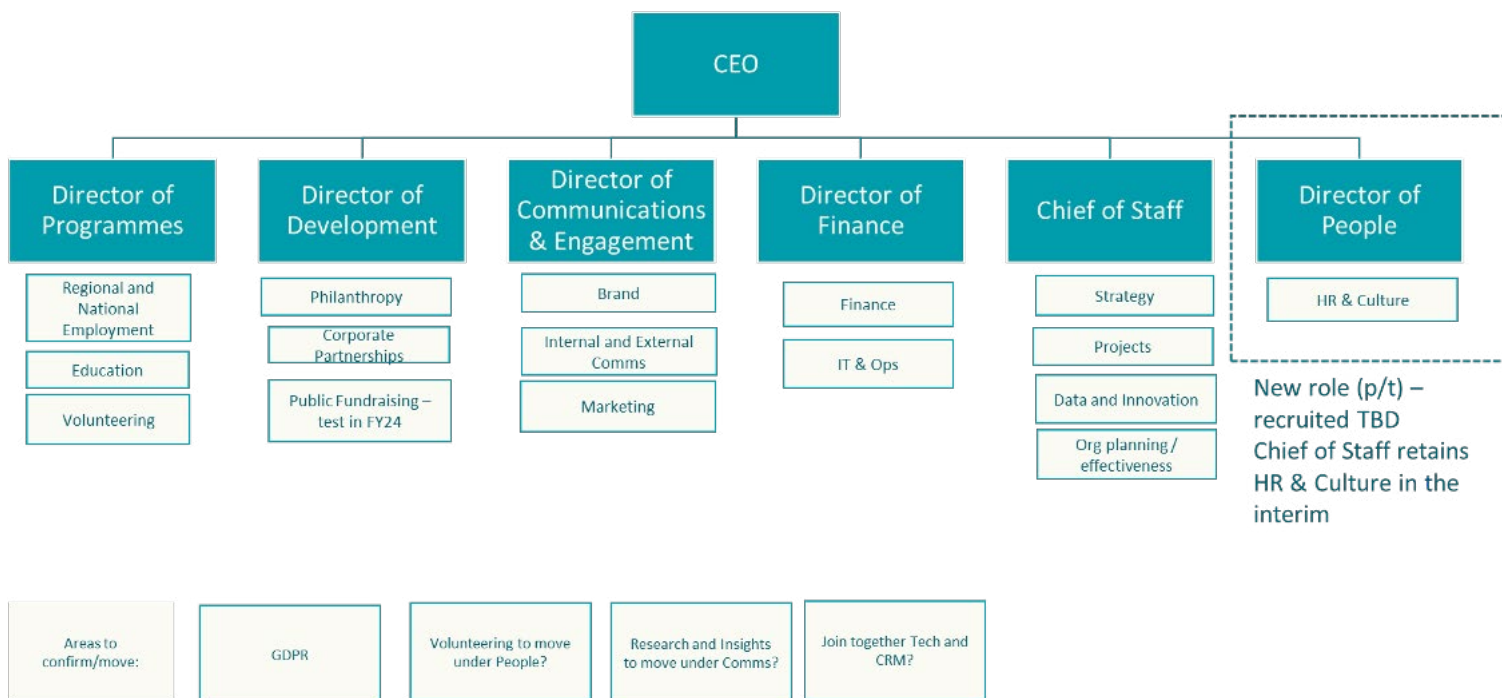
Kemi

Breaking Barriers client

Organisational Structure



New Structure & remits – FY24



Job Description

Job title: Chief Executive Officer

Reports to: Board of Trustees

Direct reports: x6

Role purpose

The CEO is responsible for providing strategic and operational leadership to Breaking Barriers, ensuring the organisation is resourced appropriately to continue on its growth trajectory. The CEO builds, develops and maintains an inspirational Board of Trustees and Senior Leadership Team. Working collaboratively, the CEO guides the Charity's mission, vision and values, as well as setting short to long-term goals, strategies and plans in order to achieve these. The CEO leads on – and, alongside the Board, takes responsibility for – the organisation's day-to-day operations.

Main responsibilities

1. Leadership, Management and Culture

- Provide a clear vision and purpose for the organisation.
- Operate as a positive role model for the culture of the organisation, embodying the organisation's values.
- Develop a high performing, collaborative Senior Leadership Team.
- Develop a high performing, collaborative Board of Trustees, managing upwards as required.
- Monitor and review performance across all aspects of the organisation, flagging areas of non-performance with the Board & Senior Leadership Team as required.
- Responsible for building and modelling a positive culture that drives performance to help achieve the charities strategic objectives.
- Act as the principal spokesperson for the Charity, including press opportunities, and knowing when to delegate to a client or Trustee.
- Connect and collaborate with complementary charities, academic institutions, government agencies, businesses, donors and other stakeholders in order to strengthen Breaking Barriers' fulfilment of its vision.
- Promote a work environment that recruits, retains and support high-performing staff.
- Positively drive change throughout the Charity and wider sector for the benefit of refugees in the UK.
- Make, and propose to the Board, key opportunities for geographic growth for the Charity.

2. Funding and Financial Performance

- Work with the Director of Development and wider Leadership Team to ensure that the charity raises the funds it needs to deliver its goals and to maintain financial stability.
- Be a key relationship manager with prospects and donors that require it.
- Work with the Treasurer, Finance, Audit & Risk Subcommittee and Director of Finance to maintain effective financial management and control systems.
- Guide the preparation of the annual budget, expenditure forecasts, and income generation targets, and ensure that the organisation maintains sound financial practices.

3. Strategy

- Work with the Chief of Staff to lead the development of strategic plans to guide Breaking Barriers towards achieving its vision and mission.
- Oversee the translation of strategic objectives into achievable operational plans.
- Ensure the creation and implementation of our rolling three-year strategy.

4. Delivery and Client Benefit

- Work with the Director of Programmes to ensure that the charity delivers a high quality of support to its clients and value for money in its outcomes.
- Be present and available to clients when required.

5. Governance

- Be the first point of contact for the Board, and support the Chair of Trustees in identifying and recruiting new members.
- Ensure that the Board of Trustees have the information and support they need to deliver on their responsibilities and that the organisation operates in compliance with relevant legislation and statutory reporting requirements.
- Work closely with the Chair of Trustees to ensure that the Board is kept fully informed of the organisation's progress, including reporting to the Board at quarterly meetings and active participation in each of the sub-committees.
- Make decisions within the authority delegated by the Board.
- Support Trustee recruitment and development alongside the Chair.
- With the support of SLT, ensuring the timely preparation of the annual report, statutory accounts, and returns to the Charity Commission.



Person Specification

Knowledge and experience

- Experience of operating at a senior strategic leadership level within a complex organisation.
- A successful track record of achievement either as CEO, Chief Officer or Executive Director including demonstrable and practical experience of working as part of a Board to shape and set strategy.
- Strong track record of delivering high performance with good financial management and performance management experience.
- Organisational leadership and delivery experience that enables you to set the agenda, monitor deliverables and provide effective oversight.
- Experience of inspiring and maintaining a diverse, inclusive, modern, motivated and cohesive workforce.
- Experience of compliance and risk management.
- A strong track record of persuading and influencing key stakeholders, including policy makers, politicians, key partners and stakeholders.
- You will understand the role that organisational culture plays and offer experience of leading and managing substantial teams or organisations in a way that fosters collaboration, equality, belonging, unlocks potential and is transformative in impact.
- A good working knowledge of what constitutes good governance (such as compliance, risk management, and GDPR).
- A strong understanding the role of the Board and how it relates to the Executive.
- Understands the global agenda in which the charity operates and is actively interested in geopolitics and world affairs.

Skills and abilities

- Communication and engagement skills that inspire change in outlook and thinking. A good listener and creative thinker.
- Sensitive leadership skills with the ability to develop and implement vision and strategic plans.
- Sharp strategic planning abilities, with the financial awareness and acumen to translate strategy into performance and to make relevant connections.
- Interpersonal, emotional literacy, and influencing skills that secure trust and confidence.
- Able to manage complexity and to operationalise business ideas and strategies.

Styles and behaviours

- Approachable but leads with authority; uses emotional intelligence to help build connection and engender trust.
- Flexible and adaptable when leading and delivering change.
- Natural collaborator and alliance-builder, who is open minded and willing to question the status quo.



Terms of Appointment

Salary

The salary for this role is £100,000 per annum on a full-time permanent basis.

Location

We encourage flexible working to achieve a good work/life balance. We offer hybrid working – from the office and from home – and flexi and compressed working hours.

Pension

3% employer contribution.

Annual leave

Everyone gets 25 days annual leave, plus bank holidays. Annual Leave increases one day every full year of service up to 30 days, and the office is closed every year between 25 December and 1 January.

Additional benefits

- We're committed to creating a positive and collaborative working culture with regular team meetings and socials.
- There are regular opportunities for training and development with our corporate partners, for example: presenting skills, project management and writing for different audiences.
- We celebrate the diversity of our team and have a Diversity and Inclusion Working Group that work with senior leadership to deliver training, agree priorities and hold regular forums.
- You can access the Cycle to Work scheme – enabling you to buy a bike for your commute tax-free and in instalments.
- We also offer generous special leave and family leave policies.
- Access to our employee engagement hub offering discounts, wellbeing support and our 24/7 employee assistance programme.
- Breaking Barriers has also won a number of prestigious awards including the Lord Mayor's Inclusive Employment Award, a National Fundraising Social Purpose Award and the esteemed Queen's Award for Enterprise for "Promoting Opportunity through Social Mobility".
- Flexible working spaces including breakout rooms and collaboration spaces.
- Some of our offices have a multi-faith room, where we don't, we will endeavour to source a private space for you.
- Shared kitchen facilities with free tea and coffee.

Diversity & Inclusion at Breaking Barriers

Breaking Barriers is committed to promoting diversity and inclusion regardless of age, disability, gender reassignment, sex, sexual orientation, marriage and civil partnership status, pregnancy and maternity status, race, religion, or belief.

We aim for our workforce to be truly representative of all sections of society and our clients. We celebrate diversity within our workforce and are committed to creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

We belong to the Experts by Experience Employment Initiative, which advocates and supports organisations to employ more people from a refugee background. With this in mind, we particularly welcome applicants with experience of seeking asylum and/or a refugee background.

As a member of the Disability Confident Scheme, we are committed to offering an accessible recruitment process and guarantee an interview to all disabled applicants who meet the minimum criteria for the role.

How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact chris.milo@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/ceo-breakingbarriers/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Friday 18th August
First Stage interviews:	31st August/1st September
Final Panel interviews:	7th/8th September