



# CANDIDATE PACK FOR CHIEF EXECUTIVE OFFICER

# WELCOME

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Thank you for considering this exciting opportunity to become the next Chief Executive of Praxis Community Projects (Praxis).

After ten years of successfully leading Praxis, our chief executive, Sally Daghlian OBE, is retiring and we're looking for a visionary and inspiring leader who shares a commitment to social, racial and immigration justice to lead us through the next stage of our journey.

Praxis provides expert support to migrants and refugees in the UK to help them to live safely, escape poverty and avoid homelessness. Over the last decade we have grown considerably and are now a team of 50, punching above our weight and playing a key role in the fight for migrants' rights. We have built strategic partnerships and innovative services. After playing a lead role in unveiling the Windrush Scandal and securing important policy changes we have developed our capacity and determination to campaign and fight for immigration justice alongside those most affected.

Our aspiration is to be a leading organisation driving the national agenda on immigration policy and contribute to long-term, sustainable systemic change. We're looking for an experienced, visionary leader who embraces an open, non-hierarchical and inclusive approach, who knows how to get the best out of a small but highly committed senior management team and how to engage effectively with a charity board.

We have centred the voices of people with lived experience in our advocacy and campaigning work and we're looking for a leader who brings experience of operating in a similar context with strong communication skills and a proven ability to influence key stakeholders across national and local government, funders and partners.

As we enter 2024, the extreme hostility that migrants and refugees face both within the immigration system as well as in the face of highly negative coverage in the national media, means that whoever joins as our next chief executive must be able to demonstrate a strong understanding of the ongoing political, financial and practical challenges in our sector. We are therefore seeking a person who will be resilient and flexible in their approach to ensure that as an organisation we continue to respond effectively to changing circumstances and needs.

As we seek to become an anti-racist organisation you must also be able to meaningfully demonstrate where you've led or supported work of this kind within your field. We welcome applications regardless of age, gender, ethnicity, disability, religion, sexual orientation or gender identity. We particularly encourage applications from under-represented communities or those with lived experience.

Praxis' work has never been more important or needed. If you share our values and have the passion, commitment and tenacity to enact further positive change for migrants in the UK, we would very much like to hear from you.

**Dr Debbie Weekes-Bernard**  
Chair



# ABOUT US

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Praxis is an award-winning human rights charity fighting for migrant rights since 1983. We give advice, provide support, and campaign so that migrants and refugees in the UK can live with safety, dignity and respect.

## OUR VISION

People who have migrated to the UK will not be marginalised or mistreated because of their immigration status. They will live safely, free from poverty, discrimination, and exclusion, and be treated with compassion and respect.

## OUR MISSION

Our mission is to create positive change for and with individuals and communities who are marginalised because of their immigration status. We deliver this by working on three levels:

- 1. Delivering direct services:** providing specialist legal advice and holistic welfare support to help people live securely and safely.
- 2. Building the capacity of other services in the UK:** using our expertise to provide innovative solutions and sharing our knowledge through training and partnership working.
- 3. Campaigning for systemic change:** building alliances and working in partnership with experts by experience to create positive, long-term changes to the policies and practices that cause exclusion and destitution.

## OUR WORK

At Praxis we provide expert support to migrants and refugees in the UK. Every year we help some 2,000 people through immigration advice and peer support groups. We take a holistic approach recognising that people are complex, and so are their problems. Our services have evolved over time, adapting to the changing needs and circumstances of our users.

We have become the leading expert in finding pathways out of destitution and supporting migrants facing homelessness, as well as survivors of trafficking and domestic violence, young people, EU citizens and long-term residents struggling to find the support they need.

We are commissioned to provide specialist immigration advice by other organisations, and we work with local authorities to improve services for migrant residents through advice, training, and promotion of best practices.

Please follow this link to learn more about our history and values: [About Us — Praxis for Migrants and Refugees](#)

Our latest accounts can be found [here](#).



# JOB DESCRIPTION

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| <b>Job title:</b>      | Chief Executive Officer  |
| <b>Reports to:</b>     | Chair of the Board   |
| <b>Direct reports:</b> | Head of Finance and People, Head of Operations and Business Development, Head of Fundraising and Communications, Policy and Public Affairs Manager |

## ROLE PURPOSE:

The CEO will provide strategic leadership to Praxis and work effectively with the Board of Trustees in the delivery of the organisation's strategic objectives, business and financial plans and in achieving best practice in line with our agreed values, all underpinned by a strong commitment to inclusion, diversity, equity and anti-racism. The CEO is ultimately accountable for the overall performance of the organisation, and for maintaining a commitment to the integrity of the organisation and its activities.

## MAIN RESPONSIBILITIES:

- Lead and manage the organisation, working with the Board to ensure that organisational structure and accountabilities are aligned with strategic and operational requirements, and implementing change as required.
- Strategic lead on policy and public affairs and managing the Policy and Public Affairs manager.
- Ensure that Praxis has in place effective policies and procedures to manage human resources, associates, finance, information, communication, premises and other resources, and that these meet relevant legislative requirements and agreed quality standards
- Ensure long term sustainability by reviewing income opportunities and securing income from a blend of sources, including statutory funders, trusts and foundations and major donors
- Implementing Praxis' risk-management policies, and reporting risk-management performance to the Board
- Participate in sector-wide bodies to build and maintain networks and technical knowledge.
- Ensure that Praxis can evidence and report on the impact of its services.
- Work with the Head of Finance and People and other members of the SMT to develop the annual budget; ensure that financial management information is provided to the Board and Board committees; and to monitor performance against budget and take necessary corrective action.
- Work with other members of the SMT to assess the impacts of external changes e.g. from government and the Home Office, legislation, local government, market forces or regulators.
- Ensure compliance with employment and equality legislation and good practice.
- Be responsible to the Board for Praxis's overall financial and organisational health, ensuring that income is maximised and expenditure is controlled in line with budgets.
- Work with the Board and the Senior Management Team (SMT) to ensure that Praxis' mission is delivered, statutory and regulatory duties are observed and that strategic and operational objectives are implemented.
- Work with the Board to develop and define Praxis's strategic plan, annual budget and performance targets.
- Monitoring Praxis's performance against strategic plan and other performance targets and reporting results to Board.
- Work with the Chair of the Board to ensure the full engagement of Trustees in delivering high standards of governance so that the Board operates effectively and fulfils constitutional and legislative requirements.
- Provide appropriate and accurate management information and other guidance to the Board ensure they have a clear and accurate understanding of the health, impact, and performance of the organisation so they can make informed decisions.
- Monitor and advise on the composition of the Board, its committees and the process of self-assessment and development.

## LEADERSHIP AND INFLUENCE:

- Provide excellent leadership to Praxis, ensuring all staff and volunteers are inspired, motivated, valued and are performing to their full potential.
- Articulate clearly the value and impact of Praxis to a diverse range of audiences, partners, collaborators and stakeholders
- Acting as Praxis' chief spokesperson; developing and delivering a corporate position and response to urgent political/media issues in line with Praxis's overall policy, aims and values.
- Actively role model and display behaviours that reflect Praxis's values.
- Nurture a positive, inclusive and supportive culture that reflects the communities that Praxis serves.
- Communicate the key expertise of the organisation to relevant audiences.
- Working with the Chair, draft Trustee agendas and ensure that clear and concise papers are presented to the Board to enable informed decision making.
- Keep the Board informed of significant developments and concerns, or anything whereby they may be asked questions by stakeholders or the public/media.
- Support the development of a strong Board, advising on governance, taking legal advice, as required.



# PERSON SPECIFICATION

## KNOWLEDGE AND EXPERIENCE

- Experience of operating at a strategic leadership level and of engaging and influencing similar sets of key stakeholders to Praxis.
- Experience of inspiring and managing a diverse, inclusive, motivated and cohesive team.
- A strong track record of persuading and influencing key stakeholders, including policy makers, politicians, key partners and funders, and of engaging with Trade Unions, service users/volunteers.
- Strong track record of delivering high performance with good financial acumen.
- Strong understanding of welfare and immigration issues, government policy and of the campaigning and funding environment relating to Praxis's work.
- Working knowledge of charity law, governance and Charity Commission requirements

## SKILLS AND ABILITIES

- Excellent communication, negotiation, diplomacy and advocacy skills with the ability and presence to represent Praxis in public and to influence key stakeholders.
- The ability to bring people together and foster a participatory organisational culture.
- A strategic view and the intellectual and strategic breadth to understand the complexities of a comprehensive organisation delivering support services and influencing. A clear vision for how strategy translates into delivery.
- Communication and engagement skills that inspire change in outlook and thinking. A good listener and creative thinker.
- Effective and decisive management and business planning skills, with the ability to manage and prioritise work to deadlines and achieve results with and through others.

## STYLES AND BEHAVIOURS

- Approachable with strong emotional intelligence to help build connections and engender trust.
- A leadership style that is inspiring and supportive coupled with a drive to succeed.
- 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

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## SALARY

The salary for this role is £75,000 - £80,000 per annum on a full-time permanent basis.

## LOCATION

Flexible and hybrid working with a regular presence in our London office based in Bethnal Green.

## PENSION

The Pensions Trust. 3% employer, 5% employee.

## ANNUAL LEAVE

25 days increasing by 1 day per year up to 30 days. Non-contractual birthday leave.

## ADDITIONAL BENEFITS

Life insurance  
Employee Assistance programme.

# HOW TO APPLY

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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 [Toni.Anderson@starfishsearch.com](mailto:Toni.Anderson@starfishsearch.com) and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/praxis-ceo/> 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.

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| <b>Closing date:</b>                     | Friday 23rd February 2024                    |
| <b>Preliminary interviews online:</b>    | End of w/c 4th March and w/c 11th March 2024 |
| <b>Final Panel interviews in person:</b> | Tuesday 26th March 2024                      |

