

Information for applicants outside the Refugee Action staff team

Public Sector / Voluntary Sector Leadership course for Refugees

CALL FOR PARTICIPANTS

Background

Refugees experience a range of barriers to progressing into management and leadership roles within the public and voluntary sector. These range from a skills and knowledge gap through to discriminatory practice by employers (either conscious or otherwise). Refugee Action intends to address the issue of the skills and knowledge gap by supporting people from a refugee background to gain a wider understanding of management and leadership within the public and voluntary sectors. The plan is to provide targeted support both for current Refugee Action staff from a refugee background and other refugees from outside the organisation living in the local area (Greater Manchester and Blackburn with Darwen). Our long term vision is one where people from a refugee background play a key role amongst the next generation of public and voluntary sector leaders.

The course

We are offering an interactive training course aimed at exploring public and voluntary sector management and leadership. The course is specifically targeted at people from a refugee background who have already got a foothold in the public, voluntary or community sectors and are looking to progress. The project is aimed at addressing the lack of appropriate support for refugees who are looking to progress into public or voluntary sector management roles or who are looking to become Trustees or Board representatives of established organisations in order to develop their management and leadership skills. Participants would be expected to work towards a leadership role during the course; the leadership role could be paid or voluntary (eg line management at a public or voluntary sector organisation; volunteer management within a voluntary sector organisation; Trustee role on an established charity; school governor; Healthwatch Board member etc).

Please note that Refugee Action will provide some support in identifying possible management or leadership roles for course participants, but the course is not about finding a job at Refugee Action. In those cases where it is not possible to find practical

management or leadership roles for course participants, there will be some opportunities to shadow managers at Refugee Action.

We are currently recruiting an experienced Trainer / Course Leader who will be in place for when the course starts.

There are 12 places on the course: 8 for Refugee Action staff; and 4 for people outside of Refugee Action.

Course participants will:

- Develop a deep understanding of the values, qualities and skills they associate with strong leadership and management;
- Develop a deep understanding of their own leadership and management values, approaches and skills and identify ways of contrasting these against the above outcome;
- Develop practical management and leadership skills;
- Develop their confidence to apply their learning and are able to articulate it;
- Develop an on-going learning and development plan (beyond the course);
- Be supported to take on or move towards a formal management or leadership role.

Areas of work to be covered in the course

The course will contain a strong element of self-reflection where participants identify the values, qualities and approaches to management and leadership that they currently have and also aspire to develop. The exact areas of work (specific management competencies) covered by the course will be defined by the participants and trainer together during both the development phase of the course and the course itself depending on the challenges participants are facing.

Course structure

The course will start in August 2013 and will run through to March 2014. Currently the exact structure (days, dates, times etc) has not been decided but the course will be in three stages:

- 1) Part one – the development stage, working with the course participants to develop a bespoke approach to the course;
- 2) Part two of the course, focusing on setting the scene, exploring values and approaches, identifying management / leadership roles for participants (or shadowing) and any support needed (including external guest speakers), some learning of specific areas of management competencies and planning part three of course;
- 3) Part three of the course, taking place a few months later, focusing on reviewing the

management / leadership roles that participants have taken on, action learning around identified areas, specific learning around other management competency areas, reviewing values and approaches to management and maybe a final event to mark the end of the course.

Sessions will probably be full days (approx. 10am to 3pm or 4pm) and will be spread out over a number of months, but these have not been set yet and we aim to be flexible around the availability of the course participants and Trainer. Sessions will take place at Refugee Action's Manchester office (23 – 37 Edge Street, M4 1HW) in the Northern Quarter area of Manchester city centre.

A small childcare budget is available.

Criteria for selecting course participants & commitment required

- Participants should be from a refugee or asylum-seeker background;
- Participants should have the right to work in the UK;
- Participants should be willing to take on a real leadership / management role (with support) during the course (see first page for details);
- Participants should either already be established in a frontline public or voluntary sector role and be looking to progress into management or leadership roles; or should have a more informal community leadership role (e.g. on a management committee of a community group) – please give some examples of your experience in your expression of interest;
- Participants should be committed to a future formal leadership or management role (i.e. very interested in progressing into management or leadership roles);
- Participants should be committed to taking on or working towards a more formal management or leadership role (paid or unpaid) as part of the course;
- Participants should feel that the course will benefit their professional and personal development – please give examples in your expression of interest of what you see yourself doing in the future around management and leadership and why;
- Participants should be willing to put some additional time into the course (e.g. writing short reports, reading documents, watching videos, doing voluntary work in a management or leadership capacity);
- Participants should enjoy looking at how they do things in their work, identifying ways of improving (ie self-evaluation / reflection).

How to apply

As places on the course are limited, we will be choosing the 4 candidates who can best show they meet the criteria listed above. So if you want to apply to attend this course, please write an “expression of interest” and tell us why you think you meet all the criteria listed above. Your expression of interest should be no more than 2 sides of A4 paper.

Please also send us a simple CV so we can see what you have been doing (approximately 1 side of A4 paper).

Closing date = 9th August 2013