



Job Opportunity: Northampton Town of Sanctuary (NToS) Manager

Salary: NJC Scale 6, Spinal Point 18 - £31,537 per annum

Contract: Fixed Term until 31 December 2028

Location: Northampton Town Centre

Reporting to: Chair of Trustees and the bi-monthly Board Meeting

Application Deadline: Monday 8 December 2025, 5pm

Interview Date: Thursday 11 December 2025

Northampton Town of Sanctuary (NToS) is seeking a passionate and experienced individual to lead our work supporting refugees and asylum seekers in Northampton and the wider County. This is a unique opportunity to manage our Refugee Centre ('The Sanctuary'), youth group (Learn2Live) and other vital community activities including English language classes and the Community Kitchen.

This role is funded by the National Lottery and will involve regular reporting to funders and Trustees on the impact and use of funding.

How to Apply

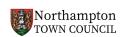
Please submit the following:

- 1. A **covering statement** (maximum two pages) outlining your suitability for the role, reflecting on the essential and desirable criteria—particularly those assessed at application stage.
- 2. Your CV including details of your current remuneration.

Please send your application to: <u>daniellevstone@gmail.com</u> by the closing date.

For further information, contact Danielle Stone on 07500 930903.

We welcome applications from all backgrounds and are committed to building a diverse and inclusive team.

















Northampton Town of Sanctuary (NToS) Manager

Job Description

Salary: NJC Scale 6 Spinal point 18 £31,537 pa. Fixed Term until 31 December 2028

Responsible to: Chair of Trustees (and the bi-monthly Board Meeting)

Overall Purpose

The Northampton Town of Sanctuary (NToS) Manager is the main contact for all matters relating to NToS and will lead on the operation of the NToS Refugee Centre ("The Sanctuary"), the weekly youth group (Learn2Live) and other activities supported by the charity including, but not limited to, the English language classes and the Community Kitchen. This role is funded by the National Lottery and will also be required to report on a periodic basis to all charity funders on the use and impact of the funding received and provide updates to the bimonthly board meeting.

Principal Duties and Responsibilities

At a strategic level

- To develop and professionalise the charity through making effective links with local authorities, and voluntary, community and social enterprise organisations;
- In collaboration with the charity trustees, to develop and deliver a sustainability plan;
- In collaboration with the charity's finance officer, to develop a finance strategy and apply for funding;

At an operational level

- To ensure The Sanctuary (and other spaces used by the charity) are available for use by service users in a timely manner according to the activities which are taking place;
- To lead activities taking place as part of Learn2Live;
- To support English language classes (with the TESOL tutors employed by the charity);
- To operate the Community Kitchen;
- To develop user-led services and activities through the use of data and evidence of need;
- To increase accessibility to advice services and support for refugees in Northamptonshire;
- To increase volunteer opportunities for refugees and provide support for volunteers;
- To increase the number of sanctuary / safe spaces for refugees in Northamptonshire by encouraging organisations to become accredited Places of Sanctuary.
- To build capacity in Northamptonshire to recognise and meet the needs of refugees and asylum seekers, including support for schools, faith groups and others.





32-36 Hazelwood Road, Northampton, NN1 1LN













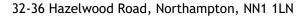
• To line manage paid employees and volunteers including the Lead Youth Worker.

Generic Duties and Responsibilities

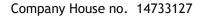
- To ensure adherence to data protection legislation
- To be committed to the delivery of high quality and personalised services to service users, volunteers, paid employees and Trustees;
- To monitor service performance, and in all aspects work to ensure delivery of service against service level agreements;
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Chair of Trustees;
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues;
- The job description may be altered at any time in the future in line with the level of the post to meet changing charity requirements, but only in full consultation with the post holder.

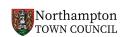
Person Specification

Criteria	Essential/	Assessment	
	Desirable	Methods	
Qualifications			
	1		
Education to A Level/NVQ Level 3 or equivalent	Essential	Application	
Degree or Equivalent Experience	Desirable	Application	
Skills, Knowledge and Experience			
Knowledge of refugee and asylum seeker issues in the UK,	Desirable	Interview	
particularly in Northamptonshire.			
Ability to support and empower refugees and asylum	Desirable	Interview	
seekers through inclusive and accessible services.			
Experience of working within the voluntary, community, or	Essential	Application	
social enterprise (VCSE) sector.			
Experience of partnership working with charity Trustees,	Essential	Interview	
local authorities and community organisations.			
Experience in developing and implementing sustainability	Desirable	Application	
plans and finance strategies.			
Competence in managing budgets and financial planning in	Essential	Application	
collaboration with finance professionals.			
Experience of applying for and securing funding from a	Desirable	Interview	
range of sources.			
Experience of managing community spaces and	Essential	Application	
coordinating service delivery.			























Experience of leading activities and supporting educational programmes, particularly with vulnerable or marginalised	Desirable	Interview
groups.		
Experience of managing staff and volunteers, including line management responsibilities.	Essential	Application
Strong organisational skills, with the ability to manage multiple projects and priorities.	Essential	Application
Excellent communication and interpersonal skills, with the ability to build relationships across sectors and communities.	Essential	Application
Personal Qualities		
Commitment to the values of equality, diversity and inclusion.	Essential	Interview
Empathy and cultural sensitivity, particularly in working with refugees and asylum seekers.	Essential	Interview
Proactive and self-motivated, with a flexible and solution-focused approach.	Essential	Application
Willingness to work evenings and weekends as required.	Essential	Interview

Candidates are invited to reflect on the essential and desirable criteria in their application, particularly those elements which are being assessed at application stage.

For further information please contact the secretary of NToS Danielle Stone 07500930903 or email daniellevstone@gmail.com.

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Interviews: Thursday 11 December 2025

