**Suffolk Refugee Support**

Charity no: 1078794 is recruiting for a:

**Advice Service Manager**

**£32,837 per annum for 35 hours per week (Mon – Fri 9am – 5pm)**

**Permanent contract**

Suffolk Refugee Support aims to ensure that all asylum seekers and refugees in Suffolk can live integrated, fulfilled and contributing lives in their new communities. We provide a welcoming environment where clients can access help, advice, support, and practical services in order to be healthy and safe and begin to rebuild their lives.

We are looking for an Advice Service Manager to join our passionate and hardworking team. The successful candidate must have an in depth understanding of refugee and asylum seeker support needs. Key elements of the role include:

**Leading:**

* To be responsible for managing and motivating an advice team to ensure delivery of a high-quality advice service across the county
* To be a key part of the management team overseeing the functions of the organisation and its strategic direction
* To support very vulnerable clients where there may be safeguarding concerns

**Promoting:**

* To develop and maintain good working relationships with external service providers and agencies
* To promote the views and experiences of SRS’s clients at external meetings and advisory boards

**Innovating and evaluating:**

* To identify and develop innovative solutions to sometimes challenging and fast-moving situations
* To ensure we meet and report successfully on funder outcomes and targets

The successful applicant will be required to have an enhanced DBS check to be carried out upon commencement of employment. You must be eligible to work in the UK.

For an application pack, please see our website [www.suffolkrefugee.org.uk/current-vacancies](http://www.suffolkrefugee.org.uk/current-vacancies), call 01473 400785,

or email [hr@suffolkrefugee.org.uk](mailto:hr@suffolkrefugee.org.uk)

Closing date: **Wednesday 29th May 12 noon**

Interview date: **Thursday 6th June** (we aim to notify shortlisted candidates by Tuesday 4th June).