



Field Manager - France

TITLE: FRANCE FIELD MANAGER	
TEAM/PROGRAMME: SAFE PASSAGE UK	CURRENT PRIMARY LOCATION: France
RENUMERATION: 150 per day	TYPE OF CONTRACT: Consultancy
<p>CHILD SAFEGUARDING:</p> <p>Level 2 or 3 (TBC):</p> <ul style="list-style-type: none"> • The post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) • <u>Or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; • Or are visiting country programs • Or because they are responsible for implementing the police checking/vetting process staff 	
<p>ROLE PURPOSE:</p> <p>The Field Manager is responsible for advocating and delivering on Safe Passage UK’s program, with a primary focus on unblocking legal routes to asylum.</p> <p>They will focus on implementing strategies of capacity building of casework for other organisations, and delivery of SPUK case management and strategic litigation and support on advocacy around Safe Passage UK’s legal strategy in France.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Senior Field Manager</p> <p>Staff reporting to this post: France Field Coordinators</p> <p>Budget Responsibilities: no direct responsibility, but will manage budget lines for specific projects</p> <p>Role Dimensions: this is a demanding, internally and externally-facing role that requires an ability to</p> <ul style="list-style-type: none"> • Manage and develop staff and teams for individual and team growth • Create maintain and develop internal and external stakeholder’s relationships • Work in a networked structure • Effective management of competing priorities • Seize opportunities with strong skills in advocacy strategy and execution • Excellent communications 	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Build relationships with external allies and partners to advance the Safe Passage UK program • Influence policy makers and decision makers on behalf of Safe Passage UK’s program and other relevant agendas • Lead cross-organisational project management of program delivery, especially for thematic 	

strategies

- Be a credible and effective representative for Safe Passage UK in external forums
- Ensure that Safe Passage UK makes maximum use of existing advocacy expertise and resources to strengthen organisational capacity
- Work with the Senior Field Manager and colleagues to ensure that the team provides effective networked leadership of the Safe Passage UK Program.
- Support the Safe Passage Senior Field Manager and colleagues ensuring that she or he is effectively informed and supported to advocate on Safe Passage priorities in external forums

SKILLS AND BEHAVIOURS

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Safe Passage values*
- Holds colleagues accountable to deliver on their responsibilities -- giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Manages develops and supports direct reports whilst supporting all core Safe Passage stakeholders
- Needs to delegate tasks, responsibilities and authorities effectively.

Ambition:

- Strongly externally-oriented
- Future oriented, thinks strategically and on a global scale
- Focused on the growth and development of others

Collaboration:

- Clear ability to understand other people's perspective and address reasonable concerns and needs
- Builds and maintains effective relationships with colleagues, members and external partners
- Approachable, good listener, easy to talk to with the ability to stay neutral as needed
- Values diversity, sees it as a source of competitive strength

Creativity:

- Develops and encourages new and innovative solutions

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

- Act in a professional manner, and exhibit the required behaviour that should act as an example to other employees

QUALIFICATIONS

Educated to degree level in a relevant field (e.g. International Development; Politics, International Relations; global health) or equivalent experience

EXPERIENCE AND SKILLS

- Strong written and oral French language (R)
- Secondary non English languages (D)
- Proven ability to build networks with diverse partners in pursuit of common goals (R)
- Proven ability to develop and support staff and teams through line supervision and collaboration through others (R)
- Proven ability to think strategically, to analyse complex information and offer creative, practical and high-impact solutions (R)
- Substantial experience of influencing and negotiation, including an ability to deal with people at all levels with credibility, tact, and diplomacy; convene groups; forge consensus and drive activities (R)
- Excellent written and verbal communications skills, and an ability to distil large amounts of information for a variety of internal and external audiences (R)
- Results-oriented, with experience in developing and monitoring performance, working to tight deadlines (D)
- Experience of a complex organisational structure, preferably in a multi-location context (D)
- An ability to work flexibly in a team, and to adjust work plan and priorities rapidly in response to external opportunities (R)
- Understanding of how to achieve change in diverse national contexts, using a range of approaches (R)
- A commitment to the Safe Passage UK's program and values (R)
- Ability to travel internationally (R)

R: required

D: Desirable

Equal Opportunities

The post holder is required to carry out the duties in accordance with the Citizens UK Equal Opportunities and Diversity policies and procedures.

Training

Pre-deployment training programme will be provided

Health and Safety

The post holder is required to carry out the duties in accordance with Safe Passage UK and Citizens UK Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties appropriate to their level of skills and experience.