

## 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.

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



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Experience of leading activities and supporting educational programmes, particularly with vulnerable or marginalised groups.	Desirable	Interview
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
<b>Personal Qualities</b>		
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 [daniellestone@gmail.com](mailto:daniellestone@gmail.com).

Application deadline: Monday 26 January 2026, 5pm

Interviews: Thursday 5 February 2026