



OURMALA is seeking a Charity Manager to join our London team

This is a unique opportunity to gain experience working for OURMALA. You'll work in a small but dynamic, hard-working team, and have the chance to make a real positive difference to the lives of people seeking international protection in the UK, such as refugees and survivors of trafficking and modern-day slavery.

ABOUT THE ROLE

As OURMALA's Charity Manager, reporting to the Chief Executive, you'll be responsible for managing the charity and delivering our strategic goals to provide healing yoga to people seeking international protection primarily in London. You'll spend most of your time managing the team and operations, developing relationships with other charities and stakeholders to deliver safe, enjoyable and accessible yoga to those who need it most. Working closely with OURMALA's Chief Executive, Yoga Manager, Finance Manager, Team Assistants, Yoga Teachers and Volunteers, together you'll foster a culture that prides itself on best practice and inclusion. You'll be an energetic and committed collaborator, who'll be strong at developing relationships, understanding complex needs, and identifying both opportunities and risks.

WHO YOU ARE:

- Strong communicator. Outstanding interpersonal and communication skills, both verbal and written. You love interacting with clients, charity partners and the community.
- Exceptionally organised. You have strong coordination, planning and project/program management skills.
- Energetic and Creative. Energy and enthusiasm are your hallmarks. You think out-of-the-box and like to come up with new and interesting ways of doing things. You are resilient and adaptable.
- Team player. Working effectively with internal teams and external stakeholders.
- Accountable. Demonstrated success managing budgets, projects from start to finish, working to deadlines and taking responsibility for the success or failure of projects.
- Go-Getter. Willing to go the extra mile with a strong work ethic; self-directed and resourceful.
- Ideally experienced with previous experience in business, charity/non-profit sector, and managing volunteers.

- Engaged. Passionate about uplifting and supporting people who are vulnerable or disadvantaged. You are engaged in your community and social issues.
- Personal Development. Eager to deepen your own journey. You are interested in yoga and meditation. Feeling the benefit of these practices in your own life, you are eager to spread the benefits to those who need it most.
- Ideally, experienced working with people seeking international protection in the UK and / or vulnerable people in challenging situations and familiarity with the asylum systems.

SOME OF THE THINGS YOU'LL BE DOING:

- Delivering OURMALA's objectives for providing healing yoga to people seeking international protection primarily in London
- Developing deep relationships with our charity partners and community, to help deliver yoga to our beneficiaries
- Managing the Team Assistant and Digital & Recruitment Assistant and community of volunteers, supporting them to deliver our programmes and provide community and support for our beneficiaries.
- Working closely with the Yoga Manager to ensure alignment of work to achieve OURMALA's strategic goals
- Working closely with the Chief Executive and Team Assistant focused on writing to develop and win grants and bids for fee earning work, such as NHS contracts, attracting income that will support our core charitable objectives
- Measuring and reporting on the performance of OURMALA's charitable activities against our strategic and project goals; tracking financial performance, managing the charity budget, developing fundraising capacity and capability. Making course corrections as needed to deliver our goal.
- Leading monitoring and evaluation of OURMALA's yoga programmes, working closely with the Yoga Manager to ensure our approach is fit-for-purpose, to assure the quality and effectiveness of the programmes and to meet contractual obligations in collaboration with the Yoga Manager.
- Working closely with the Yoga Manager, Team Assistants and volunteer community to maximise effectiveness and outcomes of our programmes.
- Working closely with the Finance Manager and Chief Executive to operate within the annual budget,
- Keeping management and HR policies are up-to-date
- Managing the implementation of the communications, marketing and outreach plan, supported by the writing Team Assistant and marketing volunteers
- Developing regular reports for the Board
- Managing recruitment for staff and volunteers
- Providing first annual update of risk register for review by the Finance & Risk Register
- Ensuring OURMALA fulfils its legal, statutory and regulatory responsibilities
- Establishing mechanisms for listening to the views of beneficiaries and volunteers on the organisation's performance

THE DEAL

Reporting to the Chief Executive, this role is 4 days a week, based in our office in Richmond. The role will involve some travel within London.

The salary is approximately £34,938.

OURMALA is a London Living Wage employer and the salary for this role is in line with other non-governmental organisations.

In the future, there is scope that the number of hours may increase.

HOW TO APPLY

Email us at ourpeople@ourmala.com

- your CV including the names of two people we can contact for references, who know you professionally, and in what capacity you know them
- a letter telling us why you would like to join our team in this role
- confirmation of your availability for interview

TIMING

Application deadline: midnight, Sunday 23rd February 2020

Interviews will be held: March 3rd between 9-6pm in Richmond

All interviewees will be informed of the decision by: Sunday 15th March

The role will start: April 1st 2020

Please note that OURMALA will get back to everyone who applies for this role. If you have applied and have not heard back from us by March 31st 2020 then please let us know.

ABOUT OURMALA

OURMALA is a yoga-based charity that has specialised in working with people seeking international protection in the UK, such as refugees and survivors of trafficking and modern-day slavery since 2011. Most of our beneficiaries are recovering from atrocities, such as torture, sexual violence in conflict and human trafficking, and are registered with the UK Home Office.

We provide safe spaces for people to breathe and heal through yoga and to enable participation, all our classes are free and we refund the cost of travel. We also connect our beneficiaries with critical services, education and other opportunities, helping them on the road to fulfilling their potential. In North London, we also provide an English programme for mothers and mothers-to-be seeking international protection.

Beneficiaries are given the opportunity to volunteer and access training through OURMALA.

We work with women, men and children, predominantly in London but we have one partnership yoga programme in Scotland. Our goal is to make the OURMALA programme accessible all over the UK in partnership with local, like-minded yoga teachers and centres.

Less known is that we also use our expertise to provide high-quality yoga classes for others to help us put on the free classes for people seeking international protection. A recent example is a special project for the community affected by the Grenfell Tower fire, commissioned by the NHS. We also provide yoga in the workplace, where our high-quality yoga teachers are paid a fair wage, employees receive the wellbeing benefits of great yoga and the workplace feels good because it knows it's chosen a yoga provider that is actively helping in our local community. We also work in other NHS settings and adapt our programme to meet the needs of other patient populations across Greater London, taking a robust approach to monitoring, evaluation and impact reporting.

The majority of those OURMALA works with have recently experienced a major depressive episode and live isolated from their families, resulting in both physical and mental health problems. These people are some of the most marginalised, underserved and at-risk in our society.

Our beneficiaries say that yoga helps to relieve their pain and anxiety, helps them to sleep and start to restore self-esteem and hope, as well as a much-needed sense of belonging in a safe community.