Refugee Council

Job description

Role: Organisational Design Manager

Mission and purpose of role: The Organisational Design Manager will play a crucial role in shaping and optimising the structure and design of the Refugee Council Services team to enhance impact, efficiency, effectiveness, and adaptability. This role involves strategic planning, collaboration across teams, analysis, and implementation of organisational structural changes to support our mission and goals.

Location: Stratford (London)

Duration: 12 month contract

Hours: Full time (35 hours per week), will consider part time

Salary range: Grade 9 (London £48,618 or Regions £43,693)

**About us:**

## The Refugee Council is one of the leading organisations in the UK working with asylum seekers and refugees. We provide advice and assistance across a wide range of issues. These include helping asylum seekers through the asylum system, accessing housing, welfare, benefits, health, education and employment. Our teams work with relevant agencies such as the Home Office, Local Authorities, Hosing providers and Trust funders. You can find out more about [the work we do](https://www.refugeecouncil.org.uk/about-us/our-impact/), [our strategy,](https://www.refugeecouncil.org.uk/about-us/our-strategy/) [our values](https://www.refugeecouncil.org.uk/about-us/vision/) on our website.

**Inclusion and accessibility**

Ensuring that the Refugee Council is an inclusive and accessible place to work is important to us. We want to enable people from different backgrounds to apply and thrive with us. We believe our recruitment process enables that and are also happy to make adjustments on request.

[You can find out more about our DEI strategy here.](https://www.refugeecouncil.org.uk/about-us/board-edi-statement/)

**About the role:**

We are transforming and modernising our charity to create a sustainable operating model that delivers greater quality and impact.

We want to enable our staff to work smarter and be able adapt their activities to the fast-changing operating context, while also improving the efficiency and effectiveness of our staff teams. We also desire our organisational design to ensure that our future structure is ground in our EDI strategy and enables our people to thrive. As part of that work, we are looking to restructure our services directorate and need an Organisational Design Manager to play a crucial role in shaping the structure and roles of the services staff team, recognising the impact of these changes on the wider organisation. This 12-month contract role will work alongside the Leadership team, services design and delivery experts and the Resources Directorate to lead on the work required to design and implement new roles, structures, and job families as well as supporting the work around improving processes related to the way we structure ourselves.

**Flexible working**

This job is:

* Available part time
* Can be done occasionally from home

**Roles and responsibilities**

* Conduct comprehensive organisational assessments (using inputs from workshops, industry comparators, and stakeholder feedback) to identify the current roles, structure and areas for improvement.
* In collaboration with Services leadership, project manage the new organisational design strategy (that covers creating job descriptions, formalising structures, and introducing job families) to align with the Refugee Council's strategic objectives, services right sizing design principles, and the timelines of the wider change programme.
* Collaborate with senior leadership and wider organisation to drive change management initiatives and to embed new structures and ways of working in the wider charity.
* Design and facilitate workshops and training sessions to support organisational development.
* Monitor and evaluate the impact of organisational changes and make necessary adjustments.
* Provide expert advice on best practices in organisational design and development.
* Taking a whole charity view, reviewing the implications of the services management structure changes to understand likely impact on other directorates, processes and systems.

**About you:**

**Essential experience**

* Must have proven experience in organisational design, or a related field, ideally within the not-for-profit sector.
* Must be able to demonstrate experience of working with complex data and analysis and have experience creating structures and job descriptions.
* Strong analytical and problem-solving skills.
* Strong project management experience of similar initiatives
* Excellent communication and interpersonal skills.
* Ability to work collaboratively with diverse teams.

**Desired experience**

* Understanding of the non-profit sector and how charities operate, particularly with refugee or humanitarian organisations, is desirable.
* Change management experience.

**Essential skills, knowledge and abilities.**

* Strategic thinking and planning.
* Microsoft 365 suite of tools (or equivalent)
* Project management skills.
* Ability to influence and inspire others.
* Strong facilitation and presentation skills.
* Adaptability and resilience in a dynamic work environment

**Desired skills, knowledge and abilities.**

* Relevant qualifications in organisational development, human resources, or a related discipline.