



Trustee Job Description

Asylum Welcome is amazing. Our small staff team and over 140 volunteers support asylum seekers, refugees, and vulnerable migrants, who seek refuge in Oxford. We provide everything from food and clothes to advice, visits, legal support, education, and assistance finding employment. Asylum Welcome is a financially stable organisation that transforms the lives of those it serves.

We have an increasing demand for Asylum Welcome's services at a time when we also need to transform how we deliver services. We are seeking to appoint individuals to our Board. We are particularly keen to hear from people who have first-hand experience of refugee and asylum-seeking experience, or migration.

Person Specification

Prospective Trustees will:

Be committed to the rights and welfare of refugees, asylum seekers and vulnerable migrants and to Asylum Welcome's vision, mission, and values.

Have demonstrable expertise and/or experience of a relevant field, particularly in one of the following:

- Knowledge of the refugee experience, research, and good links with Universities
- Knowledge and experience of Volunteer Management
- Experience of developing relationships with partner organisations, stakeholders, and supporters.
- Digital technology, communication, and marketing skills

Be experienced more widely in the management of people and/or resources, for example by working in a management team.

Be able to contribute to and ensure Asylum Welcome's financial sustainability and strategic development.

As an organisation committed to reflecting our diverse and vibrant Oxford community, we particularly welcome applications from people from black, minority ethnic and refugee backgrounds.

Being a trustee

As a trustee you will:

- Actively participate in meetings, offering guidance and support to ensure that Asylum Welcome continues to do the vital and lifesaving work it was set up to do.
- Scrutinise Asylum Welcome's budgets, management accounts and financial statements, ensuring that they meet the organisation's needs and the relevant regulatory requirements.
- Ensure Asylum Welcome is complying with its governing documents and the relevant laws, as well as updating and reviewing its own policies and procedures.
- Act, with care and skill, in Asylum Welcome's best interests.

As a trustee you share, with all the trustees of that body, equal responsibility for the charity.

The Charity Commission Essential Trustee Guide is linked below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

The Board

Asylum Welcome is governed by a Board of 6-12 Trustees elected at the AGM. Trustees (who must be Members) normally serve for 3 years. Additional trustees may be co-opted.

The Board meets 6-8 times a year, currently early evening on a Wednesday. Regular dates are agreed a year in advance.

Individual trustees also join or lead the Board's Sub-Committees (currently we have a Finance Sub Committee and a People and Governance Sub Committee). We also have occasional task groups on particular short-term items.

Get in touch...

Email your CV and a short (no more than 1 page) covering letter setting out why you want to join us and how you meet the person specification to Val Johnson Co-Chair of Trustees at trustee@asylum-welcome.org.