**Trustee Job Description**

Asylum Welcome is an extraordinary local charity with a strong reputation both locally and nationally. We have a growing range of services and are financially stable, with turnover in 2022/23 of £1.8m.

Our expanding number of staff team and volunteers support asylum seekers, refugees, and vulnerable migrants seeking refuge in and around Oxford. We provide everything from food and clothes to advice, visits, legal support, education and assistance finding employment. Asylum Welcome transforms the lives of those it serves.

As an organisation we are committed to reflecting our diverse and vibrant Oxfordshire community to help strengthen our governance and our approach. We are seeking new Board members with a range of skills and experience upon which we can draw. In particular, we are looking for people who have some knowledge and experience of the reality of refugee experiences in the U.K., asylum, immigration or resettlement policy and practice, or research and programming expertise in relevant fields.

No prior experience is necessary. Our collaborative and dedicated Board is keen to invest in and support new trustees and training and support will be provided.

**Job description**

Trustees are the people who lead a charity and decide upon how it is run. They are often known by other names, such as Board Members, Directors, Governors, or Committee Members.

As a trustee you will:

a) Actively participate in meetings, offering guidance and support to ensure that Asylum Welcome delivers the vital work that it was set up to do, in the best possible way for clients.

b) Scrutinise Asylum Welcome’s budgets, management accounts and financial statements, ensuring that they meet the organisation’s needs and the relevant regulatory requirements.

c) Ensure Asylum Welcome is complying with its governing documents and the relevant laws, as well as updating and reviewing its own policies and procedures.

d) Bring particular skills, experience or insight that helps Asylum Welcome develop as an organisation.

e) Act with care and skill in Asylum Welcome’s best interests.
Person Specification
Prospective Trustees will:

a) Be committed to the rights and welfare of refugees, asylum seekers and vulnerable migrants and to Asylum Welcome’s vision, mission and values, and most of all, want to use your skills and experience to make a difference for others.
b) Have some experience of developing good relationships with people and organisations, stakeholders, and supporters.
c) Be able to work in a team, recognising and respecting the difference between the trustees role and that of staff or volunteers.
d) Be able to contribute to and ensure Asylum Welcome’s future plans and strategic development and/or financial stability.

The Board
Asylum Welcome is governed by a Board of not less than 5, not more than 13 (currently 10) Trustees elected at the Annual General Meeting (AGM). Trustees (who must also be Members of Asylum Welcome) normally serve for at least 3 years. Additional trustees may be co-opted.

Trustees are not paid but travel expenses may be claimed for attending meetings.

The Board meets (via zoom and in person) 6-8 times a year, currently early evening on a Wednesday. Regular dates are agreed a year in advance.

There is no set time commitment, although attendance at Board meetings and some training / workshop events is expected.

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

An introduction to the working of the organisation and Board will be provided, as well as any training and for both new and trustees. There will also be an opportunity to buddy up with, or shadow other trustees, if requested.

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:


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.

If you would prefer to have an initial discussion to see if the role might be right for you, please contact Val Johnson at trustee@asylum-welcome.org.

There is no absolute cut-off date, but we will review all applications and, if we have the right candidates, we will contact you for an informal interview.