

Asylum Welcome Chair of Trustees Job Description

February 2026

Chair Job Description

The role of the Chair includes Leading the board; Ensuring smooth running of board meetings; Promoting good governance among fellow charity trustees; Providing supervision and support to the Chief Executive(s) (currently a job share arrangement); Acting as a figurehead or spokesperson where required; Ensuring that the performance of the board and trustees is reviewed on an annual basis. The particular duties and responsibilities of the Chair at Asylum Welcome are as follows:

1. Board meetings and the AGM

- To prepare the agenda in consultation with the CEOs and ensure the agenda and papers are circulated at least 5 days prior to the board meeting.
- Chair the Board meetings (6 per year)
- Chair the AGM.
- To have oversight of the 3 sub-committees of the Board - Finance Committee, People and Governance Committee and Fundraising and Communications Committee. Their meetings are typically 3-4 times a year)
- Keep trustees informed of any important developments in between meetings if required.

2. Managing strategic issues

- Ensure effective strategic planning and that strategies and plans are in place for managing the future of the organisation.
- Working with the full board, ensure that the charity is responsive to opportunities and adapting to a changing funding environment, sometimes through the redeployment of staff and prioritising services.
- Oversee the 'Policy Review' process to ensure policies are reviewed in accordance with planned review dates

3. Being the first point of reference for the Chief Executive(s), and for other trustees

- Oversee the appointment of and provide support to the Chief Executive(s) and ensure that the charity is run in accordance with the decisions of the trustees and the charity's governing documents
- Advising on any significant issues raised by the Chief Executive(s)(and deciding whether to consult further with other trustees).
- Being a signatory on Accounts (as back up to Chief Executive(s) and Finance Manager, when necessary)
- Representing the charity at functions, meetings and with the press/media if required, taking due responsibility and acting as a spokesperson and external representative for the charity in any emergency situation that may arise.

4. Managing the Chief Executive(s)

- Hold supervision and support meetings and 'ad hoc' business meetings when required
- Hold annual appraisal meeting and six -month review – and agree Chief Executive(s)'s individual work plan for following year

5. Approval of the Annual Report and Accounts

- Draft introductory wording for the Annual Report and ensure approval process of the full report runs to time (the project is largely run by CEOs and SMT)

6. Recruiting and maintaining a diversified board (with People and Governance Committee).

- To manage and maintain cohesion of the Board of Trustees.
- Develop the membership of the trustee board to ensure it contains the diverse range of skills, experience and knowledge needed to operate effectively.
- Ensure that a pipeline of new prospective Trustees is working effectively; and that the Trustee Recruitment process runs smoothly (this is fully documented and is already in place)
- Circulating basic induction documents, and induction on Asylum Welcome services

7. Patrons

- Keeping the Patrons posted on a quarterly or 6 -month basis, by email. Inviting them to events. Suggesting new Patrons as needed.

Experience and skills

Essential

- Demonstrated ability to facilitate the development and implementation of strategy and direction
- Will have held senior management roles that have provided experience of dealing with complex stakeholder relationships.
- Experience of financial management such as building budgets and monitoring accounts.
- Understanding of charity law and the obligations of charities.

Desirable

- Experience of working with asylum seekers, refugees and detainees in the UK and/or knowledge and interest in the experiences of asylum seekers, refugees and detainees.
- Knowledge of Oxfordshire and local partners and existing services which support the aims of Asylum Welcome in the local area.

Personal skills

Essential

- Commitment to the aims and values of Asylum Welcome
- Tact and diplomacy.
- Excellent communication and interpersonal skills.
- Good facilitation skills.
- Impartiality, fairness and the ability to respect confidences,
- Empathy with the challenges of running a highly diverse largely volunteer based organisation in a subject area which is both topical and challenging.

This is an exciting time to join the Trustee Board at Asylum Welcome and a fantastic opportunity to influence the growth and future of a dynamic charity.

As Chair you will play a key role in enabling us to continue supporting refugees and asylum seekers in the UK, empowering them to rebuild their lives in safety here in safety.

This role offers a valuable opportunity to:

- Use your professional skills and experience to make a meaningful difference to individuals who have been forced to flee their homes and livelihoods.
- Contribute strategically to the management and development of a charity operating in a fast -changing environment.
- Deepen your insight and expertise in charity governance, financial oversight, and organisational leadership.

The current Co-Chairs estimate that about 6-8 hours a week is the normal commitment. This rises however when preparing for Board Meetings, attending those meetings and holding supervision meetings with the Joint CEOs