West London Welcome

Role Description

West London Welcome (WLW) is a community centre and registered charity run for and with refugees, migrants and people seeking asylum, working together with local people to provide a safe, positive experience of community to reduce isolation, build inclusion and confidence, and challenge injustice.

Each week at WLW brings unique joys and challenges. We support hundreds of people from 70 different countries with a range of immigration statuses, providing English classes, advice, casework, hot food, a foodbank, clothing, childcare for those in classes, and social and creative activities. We take a holistic approach to support the needs of our members, from the practical and social to the emotional and playful.

We're looking for someone with lived experience of seeking refuge or migration to join our Board of Trustees.

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Our ongoing work with people with lived experience of seeking refuge and migration

At WLW we are striving to ensure our staff, volunteers and Board of Trustees are reflective of the communities we work with.

Our staff team includes five people with lived experience of refuge or migration, all of whom work in a wide variety of ways on a weekly basis with the refugees, migrants and asylum-seeking people who come to our centre. Our Board of Trustees includes one person who we supported through the asylum system, and five of our nine Trustees have lived experience of refuge or migration.

Amongst our 100+ volunteers, many are our beneficiaries whom we also support, who work collaboratively with us to run our centre. A fifth of our volunteers have lived experience of refuge or migration. From cooking and organising our foodbank to running our creative activities and translating for our advice team, this collaborative work ensures our community members have a stake in the way we practically run our organisation day-to-day and have a sense of ownership over the space.

We are now looking to recruit a new Trustee with lived experience of seeking refuge or migration.

The Role

We are looking to recruit a trustee with **some or all o**f the following skills and/or experience:

- Lived experience of the challenges of seeking refuge or migrating to the UK from another country. We welcome applicants who have either moved to the UK recently, or a long time ago.
- Refugee/migrant sector experience – experience of volunteering or working within the refugee and migrant NGO sector in the UK or another country. This could include either volunteering or working directly for an NGO, or in another related capacity such as with a campaign.
- Somebody who is passionate about the work of West London Welcome and supporting people in our community.

It is not necessary for applicants to have previous experience of being a Trustee.

Trustee roles are unpaid voluntary positions, but we offer travel and other relevant expenses.

Trustee Duties

The general duties of a trustee are to:

- Ensure that WLW complies with its governing document (its constitution), charity law and any other relevant legislation or regulations.
- Ensure that WLW pursues its objects as defined in its governing document.
- Ensure WLW applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they appear to be.
- Contribute actively to the Board's role in giving firm strategic direction to WLW, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of WLW.
- Ensure the financial stability of WLW.
- Protect and manage the property of WLW and to ensure that proper investment of WLW's funds.
- Support WLW's Directors and monitor their performance.
- In addition to the above general duties, a trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Minimum Time Commitment

- The Board generally holds meetings at least four times per year. These normally take place in the early evening and last approximately two hours. There may also be additional occasional trainings.
- Trustees should also support WLW at informal fundraising and other events as part of their ambassadorial role as well as making make regular visits to the WLW centre.
- This is a voluntary position, but trustees can claim out of pocket expenses such as those incurred in travelling to meetings.
- Occasionally quick decisions on urgent matters need to be made. Trustees should be available via WhatsApp as well as at regular board meetings to provide needed input/advice.

Person Specification

Each trustee must have:

- A commitment to the mission of WLW;
- A willingness to devote the necessary time and effort;
- Integrity;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- A willingness to speak their mind;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team and to take decisions for the good of WLW;
- A satisfactory DBS disclosure;
- Satisfactory references.

We are part of the Experts by Experience Employment Initiative (www.ebeemployment.org.uk). The network supports inclusive recruitment of people with lived experience of the UK asylum or immigration system. If this is your experience, you can find useful resources here.

Interested applicants should review the duties and person specification detailed here, and send their CV and a covering letter with the subject line Trustee Applicants to Joanne MacInnes, Director, at joanne@westlondonwelcome.com **by 11.30pm on Monday 9 February 2026.**