



West London Welcome Role Description

Role Title: Trustee
Location: Hammersmith, London

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

Each week we provide community support, English classes, advice, hot food, a foodbank, clothing, childcare, 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.

WLW is offering an opportunity to join our diverse Board of Trustees (the 'Board').

1. The Role

We are looking to recruit up to two trustees and are particularly looking for people with **some or all** of the following skills and/or experience:

- a. **Refugee/Migrant Sector experience** - experience of working within the refugee and migrant NGO sector. This could include either working directly for an NGO, or in another related capacity such as working in immigration and asylum law or on campaigns.
- b. **Experience of working in fundraising or HR within the charity sector.**

It would be desirable, although not essential, if a candidate had lived experience of the challenges of seeking refuge in the UK.

2. Trustee Duties

The general duties of a trustee are to:

- a. Ensure that WLW complies with its governing document (its constitution), charity law and any other relevant legislation or regulations.
- b. Ensure that WLW pursues its objects as defined in its governing document.
- c. 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.

- d. 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.
- e. Safeguard the good name and values of WLW.
- f. Ensure the financial stability of WLW.
- g. Protect and manage the property of WLW and to ensure that proper investment of WLW's funds.
- h. Support WLW's Director and monitor her 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.

3. 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 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.

4. 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.

Interested applicants should send their CV and covering letter with the subject line Trustee Applicants to Joanne MacInnes, Director, at joanne@westlondonwelcome.com by **midnight on 29 October 2022**.