



INCLUSIVE  
BOARDS

# FINANCE TRUSTEE



# WELCOME FROM MIGRANT HELP

Thank you for your interest in becoming a trustee at Migrant Help. I hope you enjoy learning a little bit more about us from this pack and by browsing our website and I would be delighted if this leads you to make an application.

Migrant Help is this year celebrating 60 years of delivering vital services to people seeking asylum, refugees and survivors of modern slavery. In the past year alone, our advisers assisted more than 100,000 clients, most of whom have overcome unimaginable trauma and treacherous journeys to seek refuge in the UK. Our services are here to help them rebuild their stolen lives and thrive in their new communities.

We believe that everyone deserves to feel safe and protected

and that people's dreams should not be dictated by the hand they were dealt. Our staff, many of whom have gone through similar journeys, are strongly dedicated to supporting vulnerable people who are so often ostracised by the media and politicians.

As part of our strategic aims, Migrant Help is committed to becoming an organisation that is truly led by our clients. To achieve co-production in a meaningful way, we are shifting our culture and creating space across the organisation for our clients to have an equal say on what our services and wider organisational activities should look like.

We have created four Lived Experience Advisory Panels, currently involving

49 clients across our services, that have been heavily involved in service development, government consultations, conference presentations and many other co-production activities.

We are keen to work in partnerships with other organisations in order to bridge gaps in services and offer holistic support throughout our clients' journeys.

Migrant Help operates in a complex and often very challenging environment. Every day, I am inspired by the bravery and resilience of our clients, the dedication and determination of our staff, and the vision we all share for a society that protects people affected by displacement and exploitation.

We will shortly be launching our new organisational strategy, developed in partnership with our staff, clients, trustees and external stakeholders, that will determine

the direction of the charity for the upcoming years.

You would be joining a dynamic and dedicated Board that is passionate about supporting our outstanding frontline staff and executive team as they work to make the world a more welcoming place for those most in need. It is a stimulating, challenging and rewarding environment for dedicated trustees. It would be great if you were to join us on this journey.



Madhavi Vadera, Chair



# ABOUT MIGRANT HELP

Migrant Help is one of the largest charity supporting people impacted by displacement and exploitation in the UK. We help vulnerable migrants to thrive - from life threatening journeys to settlement and a safer, brighter future.

We provide guidance and accommodation to asylum seekers, refugees and survivors of human trafficking and modern slavery. Our income is c£40m, a large proportion of which comes through statutory funding. We also have an award-winning social enterprise, Clear Voice, an interpreting and translation service whose profits support the charity's mission.

Our vision is for a global society that protects vulnerable migrants, treats them with respect and enables them to reach their full potential.

Our Values are central to our work, these are:

**Protection:** We believe everyone deserves to feel safe and have their human rights protected.

**Diversity:** We respect and celebrate everyone's individual experience and ensure inclusion is at the heart of our work.

**Equality:** We believe in fairness and equality of opportunity. This is central to everything we do.

**Partnership:** We are committed to working in partnership and with all those who help us achieve our vision.

**Innovation:** We are committed to embracing new ways of working that deliver ever more effective services.

**Excellence:** We are dedicated to providing the best quality services and achieving the highest standard of client care.

A close-up photograph of a woman with dark hair and a gentle smile, holding a sleeping baby. The baby is wearing a patterned onesie. The image has a soft, warm, and slightly grainy aesthetic with a color palette dominated by warm tones like beige, cream, and light brown.

**RE:BUILDING  
DIGNITY**

**RE:CONNECTING**



# EQUITY, DIVERSITY AND INCLUSION

We are committed to increasing diversity and inclusion within our board. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.



# ABOUT THE ROLE AND KEY RESPONSIBILITIES

Migrant Help's trustee board is dedicated to serving the charity by providing strategic direction and ensuring delivery of its strategic objectives.

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The trustee board comprises:

- the Chair
- the Vice-Chair
- the Honorary Treasurer
- up to 11 appointed trustees

The key duties of a trustee board member are to:

- To ensure Migrant Help complies with its governing document
- To ensure Migrant Help pursues its objects for public benefit
- To ensure Migrant Help uses its resources exclusively in pursuance objects
- Actively contribute by providing strategic direction
- To safeguard the good name and values of Migrant Help
- To ensure the effective and efficient administration of the charity
- Ensure the financial stability of the charity
- To appoint the chief executive and monitor their performance
- Collectively inform decision making





RE:SPITE

RE:SPECT



# PERSON SPECIFICATION

We're looking for a qualified accountant, to join our dedicated board of trustees to help us deliver our charitable aims and strategic objectives we're looking for candidates who have:

- A willingness help steer a transformative strategy of growth that consolidates the charity's strengths in the refugee sector
- An ability to communicate financial information to members of the board and other stakeholders
- Good outcome analysis skills
- A willingness to act as an ambassador for the charity to external bodies and companies
- Senior strategic management and leadership experience
- Financial risk-management experience

- Good, independent judgement, respects the views of others while speaking their mind with diplomacy

We particularly welcome applications from individuals with first-hand or indirect experience of being a refugee or migrant into the UK, either recently or in past generations. Most importantly, of course, you will have compassion for the challenges facing refugees and asylum seekers in the UK.

**The posts are subject to an Enhanced Disclosure and Barring Service (DBS) Check and references.**



A man with dark hair and a mustache is smiling broadly, showing his teeth. He is wearing a dark shirt. The image is overlaid with a semi-transparent purple filter. In the background, there is a rough, textured stone wall. The text 'RE:VIVING' is written in a bold, white, sans-serif font across the middle of the image.

**RE:VIVING**

**RE:ACHING OUT**



# ADDITIONAL INFORMATION

## Time Commitment

The post requires a commitment of 3-4 hours per month. The board meets a minimum of 4 times a year. The Finance & Audit Committee also meets a minimum of 4 times a year.

## Conflict of Interest

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## Terms of Appointment

The term of a trustee at Migrant Help is for 3 years and trustees may be reappointed to serve a second term of 3 years.

## Location

Nationwide, with meetings held virtually or in London

## Remuneration

Salary: Unremunerated, reasonable expenses will be paid

## Safeguarding

The Trustee is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.



# HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of Migrant Help. If you wish to apply for this position, please supply the following by **23.59** on **15/10/2023**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email [migranthelp@inclusiveboards.co.uk](mailto:migranthelp@inclusiveboards.co.uk) or call **0207 267 8369**. Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [migranthelp@inclusiveboards.co.uk](mailto:migranthelp@inclusiveboards.co.uk).





# INCLUSIVE BOARDS

## About Us

*Inclusive Boards* is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

## Contact us today

Improve diversity on your Board, please don't hesitate to contact us via [hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk).

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



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