



# MIGRANT HELP TRUSTEE - PEOPLE LEAD CANDIDATE INFORMATION PACK 2026

## Board of Trustees

Role: Trustee - People Lead  
Time commitment: 12 – 14 days per year  
Location: Remote (with occasional  
attendance to in-person events)

# WELCOME FROM OUR CHAIR



Dear Candidate,

Thank you for your interest in becoming a Trustee of Migrant Help.

Migrant Help has been helping people seeking sanctuary for more than 60 years, but the need for our work has never been greater. In 2024/25 we supported more than 170,000 clients. Many are navigating complex official bureaucracy in the UK after journeys marked by trauma and loss.

The charity's Trustees focus on enabling our staff to deliver practical life-changing support based on working in partnership with our clients, while also ensuring strong governance and long-term sustainability. Through our policy and communications work, we advocate for our clients and seek to bring about positive changes in perceptions, demonstrating the value that displaced people bring to the UK and address the rising hostility that they can all too often experience.

Migrant Help has grown in recent years, with income of £18 million in 2020 to over £69 million today. In 2024 our CEO, Caroline O'Connor was named Charity Chief Executive of the Year at the national Third Sector Awards, for her leadership and transformative impact on the organisation.

As a Trustee and Chair of the People & Remuneration Committee, you will provide support for our strategic objectives, helping the charity to diversify and grow its services while staying true to our mission and being a 'Great Place to Work'. Your inclusive leadership skills and expert guidance on strategic People matters will enhance what we and our trading subsidiary Migrant Help Trading Limited (MHTL) do. This role is essential to ensuring we maximise our shared purpose, maintain financial accountability, and create impact that lasts.

This is a voluntary position, requiring 12-14 days of your time each year. In return, you will play a pivotal role on a diverse Board, work with inspiring colleagues, and help shape the future of the organisation and make a real difference in people's lives.

If you share our commitment to equity, compassion, and purposeful innovation, I warmly encourage you to explore this opportunity further.

With best wishes,

**Sir Hugh Bayley**  
Chair of Migrant Help

# ABOUT MIGRANT HELP



Migrant Help is a leading charity that was established in 1963 and delivers a range of support and advice services to migrants across the UK. Our vision is for a global society that protects migrants, treats them with respect and enables them to reach their full potential.

Our core services include:

- Asylum support - helping those seeking asylum in the UK to apply for accommodation and financial support, to report issues with asylum accommodation and providing expert advice to guide them on their asylum journey.
- Support for survivors of slavery and human trafficking – with a dedicated casework team providing safe accommodation, support plans and help accessing key services, empowering clients as they recover from their trauma, reducing the risk of re-trafficking and helping them to move on to a positive new chapter in their lives.
- Refugee resettlement services - assisting those arriving through an official resettlement scheme as they settle in their new communities.
- Clear Voice – a subsidiary of Migrant Help and an award-winning social enterprise offering high quality interpreting and translation services, which donates all of its profits back to Migrant Help to support our work.

We raise money to fund projects that sit outside of our core services, from providing Youth Welfare Officers to young people seeking asylum to working with telecommunications providers to close the digital divide experienced by displaced people, and providing the simple essentials that can make a big difference, such as nappies for a newborn, a clean set of clothes or school textbooks.

Through our policy and communications work, we advocate for our clients and seek to bring about positive changes in perceptions, demonstrating the value that displaced people bring to the UK and address the rising hostility that they can all too often experience.



# ABOUT MIGRANT HELP

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Migrant Help has grown in recent years, with income of £18 million in 2020 to over £58 million today. In 2024 our CEO, Caroline O'Connor was named Charity Chief Executive of the Year at the national Third Sector Awards, for her leadership and transformative impact on the organisation.

We foster a culture in which equality, diversity and inclusion are recognised, valued and encouraged. It doesn't matter who you are or where you come from, we match your skills with the needs of our organisation, as long as you share our values, vision and goals. We welcome applications from candidates regardless of their age, religion or belief, race, gender reassignment, disability, sexual orientation, sex, marriage or civil partnership, pregnancy and maternity.

For trustee roles, 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.





An abstract background featuring a collage of human faces in various colors (purple, blue, green, orange, pink) and styles, creating a diverse and inclusive visual theme.

## OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

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Migrant Help believes in fairness and equality of opportunity. This is central to everything we do. We respect and celebrate everyone's individual experience and ensure inclusion is at the heart of our work.

We strive for our Board of Trustees to be truly representative of the varied communities we support and as such we welcome applications from all sections of the community and from a diverse range of backgrounds, UK wide. 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.

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

- Paying for childcare whilst you are at interviews where these take place in person,
- Paying for your travel costs to the office and back for interviews held in person,
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them,
- Providing this document in a Word document format readily available to download, and
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

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

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# THE ROLE

Joining a dynamic and passionate Board, the ideal candidate will provide expert oversight, guidance, and support for the Charity's strategic objectives and as Chair of the People & Remuneration Committee, work closely with senior leadership on current and future strategic People (HR) matters.

## Key accountabilities

- Provide Board level oversight, support and challenge of Migrant Help's strategic objective of being a 'Great Place to Work'.
- Contribute constructively to the charity's strategic plans, progress and decision making.
- Chair the People & Remuneration Committee effectively, developing the meeting agenda with the People & Culture Director.
- Lead on people matters at Board meetings in relation to the charity and its trading subsidiary Migrant Help Trading Limited (MHTL).
- Work in partnership with the CEO and Senior Leadership Team.
- Oversee the governance of People (HR) Risk.
- Provide input on organisational policies in line with best practice and employment legislation.
- Act as an ambassador for the charity to external bodies, corporate partners and major donors.
- Trustees share collective responsibility for the charity's governance, ensuring the charity's mission is achieved and its operations are effective. Trustees support the CEO by contributing to strategic planning, offering expertise, and working together to provide the necessary oversight and direction for the charity's growth and success.



## Skills & experience required

- Senior strategic leadership and management experience.
- Demonstrable expertise in people & culture, strategy, recognition, reward and organisational development.
- An inclusive leader, with good interpersonal and relationship building skills.
- Independent judgement and strong communication skills.
- Act with integrity and respect when working with others.
- Previous experience as a trustee (desirable).

## Terms of appointment

- Trustees serve an initial three-year term, with the option for renewal up to a maximum of a second term of three years.
- All trustees must complete governance and safeguarding training within the first three months of appointment. Additional training available as required.
- This position is subject to an Enhanced Disclosure and Barring Service (DBS) check and references.
- Unremunerated, reasonable expenses reimbursed.

## Time commitment

### **12 – 14 days per year, including:**

- Attending quarterly board meetings, in-person (London) or virtually.
- Chairing the People & Remuneration Committee, 2 to 3 times per year, virtually.
- Annual strategy session to contribute to the charity's direction.



## Duties of a Charity Trustee

- 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 Chairs
  - The Honorary Treasurer
  - Up to 10 Trustees appointed

The duties of a trustee board member are to:

- To ensure Migrant Help complies with its governing document i.e. Articles of Association, charity law, company law and any other relevant legislation or regulations.
- To ensure Migrant Help pursues its objects for public benefit as defined in its governing document.
- To ensure Migrant Help uses its resources exclusively in pursuing its charitable objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- Actively contribute by providing strategic direction, setting overall policy and evaluating performance and impact.
- To safeguard the good name and values of Migrant Help.
- To ensure the effective and efficient administration of the charity.
- To declare any potential conflicts of interest relevant to their role as trustee and take steps to resolve them.
- To appoint the chief executive and monitor his/her performance.
- With collective responsibility as a board, each trustee applies their knowledge, specific skills and experience to inform decision making.
- Is something missing here?





# Person specification

- A commitment to the vision, mission and values of Migrant Help.
- A commitment to meet the minimum time requirement.
- Integrity.
- Leadership and 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 the board and make decisions in the best interests of Migrant Help.
- A willingness to be an ambassador of the charity to funders, new and existing partners and beneficiaries.

Collectively, the board must have skills, experience and knowledge in the following areas:

- Financial management and income generation and enterprise.
- Communications.
- Voluntary sector governance.
- National and local government and statutory bodies.
- Business intelligence.
- Human resource management.
- Legal.
- Safeguarding.
- Income generation, commissioning and funding/foundations.
- Asylum and refugee sector.
- Modern slavery and human trafficking.
- Social investment and impact.
- Trading subsidiaries and social enterprise.



## 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 11.59pm on 01/03/2026:

- A detailed CV, setting out your career history, with responsibilities and achievements.
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees 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.

Please also complete our diversity monitoring form found [here](#). The information you provide will stay confidential, will be reviewed and processed separately from the application you make, and is not assessed as part of your application.

If you have questions after reading this pack, please email [MigrantH@inclusiveboards.co.uk](mailto:MigrantH@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 [MigrantH@inclusiveboards.co.uk](mailto:MigrantH@inclusiveboards.co.uk).

Please note that the successful applicant will be invited to observe a Board Meeting on the 25/03/2026.



# 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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