



## Trustee Vacancies

Friends of Refugees London (FoRL) is a newly established charity which supports refugees, migrants and asylum seekers living in London. Our befriending volunteers aim to make refugees feel welcome and part of our community; sharing their time, resources, social activities and networks to help people find their feet in a new home, give them a social network, and empower them to help themselves and others.

We are seeking Trustees to join our board and provide governance and support to our dynamic, growing charity. We particularly invite applications from people with lived experience of the asylum process..

### Who is FoRL?

We recruit, train, and maintain a network of befrienders who deliver support services to refugees, ranging from social & community support to English language practice, navigation, buddying and more. We are currently working primarily with refugees on resettlement schemes, but aim to expand beyond this to support anyone from a refugee background and vulnerable migrants.

FoRL is a new charity which was formed from a former community group, and has an established reputation and network in the Borough of Lewisham. We have partnerships in place with the Refugee Council and Lewisham Refugee & Migrant Network, and we work closely with Lewisham Council with its successful resettlement scheme.

### Purpose of the role

- Promote and develop the charity in order for it to grow and maintain its relevance to society;
- Ensure that FoRL complies with its governing document, charitable law, and any other relevant legislation;
- Bring your area of expertise to support the charity in reaching its goals and maintaining its ethos of friendship, respect and equality;
- Provide support with core charitable services including recruiting and managing the volunteer base, growing the charity, fundraising partnerships, network building, communications & marketing;
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity;
- Act in the best interest of the charity, our beneficiaries and future beneficiaries at all times.

As a board member, you will be expected to be available for board meetings approximately once a month; currently, as we are establishing our services, the board meets twice a month. These are generally an hour and

a half long and take place on a weekday evening. We have been doing these by Zoom, but would like to add in more in-person meetings down the line.

In between board meetings, we ask that you commit some ad hoc time to support the charity's wider objectives and practical service delivery. This will be done in a collaborative and inclusive way. As we establish ourselves, there is currently a time commitment of 1-3 hours in between meetings, with tasks ranging from administrative and promotional activities to interviewing and training prospective volunteers.

## Skills & experience

We welcome applications from everyone, regardless of age, disability, sex, gender identity, sexual orientation, race, religion or belief. We particularly invite applications from people who have experience of:

- Fundraising (grant-based)
- Working in the refugee and migration sector
- Volunteer management and stewardship
- Safeguarding & data management

Once we have recruited Trustees, we will be electing officers to the Board to fill the following positions and responsibilities:

- Chair
  - Promote and develop the charity in order for it to grow and maintain its relevance to society;
  - Ensure that FoRL complies with its governing document, charitable law, and any other relevant legislation;
  - Provide support with core charitable services including recruiting and managing the volunteer base, fundraising partnerships, network building, communications & marketing;
- Secretary
  - Prepare agendas in consultation with the Chair, and supporting with Board meeting arrangements, and take minutes
  - Make sure the timetable of board meetings for the year ahead is agreed; distribute notification of board meetings to charity trustees
  - Check that trustees and staff have carried out actions agreed at a previous meeting
- Treasurer
  - Advise Trustees on all financial matters, particularly regulatory compliance;
  - Arrange the compilation and agreement of both the Trustees' annual review and the annual report of accounts by an independent examiner;
  - Maintain budgetary oversight;
  - Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the agreed budget and investment activities meet accepted standards and policies;
  - Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance;

To apply, please submit a short (no more than one side of A4) letter explaining why you would like to join Friends of Refugees London's board, and what skills and experience you would bring to the role, along with your CV.

If you would like to discuss FoRL or the role of trustee, please contact Karen Canty at [trustee@friendsofrefugeeslondon.org](mailto:trustee@friendsofrefugeeslondon.org). We'd be happy to have a chat, tell you more about the charity and how you can get involved.

Job Type: Voluntary. This post is an unpaid post.