

**NOTRE DAME REFUGEE CENTRE**

**TRUSTEE RECRUITMENT PACK**

**February 2024**



## **ABOUT NOTRE DAME REFUGEE CENTRE**

Based in the heart of London's West End, our small but busy team offers free immigration advice to migrants and refugees. Our advice staff are registered with the Office of the Immigration Services Commissioner and we are AQS (Advice Quality Standard) accredited. A team of dedicated volunteers provide support and help with other matters such as health, benefits advice, getting travel documents and a wide range of different issues. The Centre also offers English classes and a twice-weekly drop-in and social activities.

Originally founded by the Notre Dame de France Church London over 20 years ago, we are now an independent charity, serving more than 1,600 people every year. We aim to provide a safe, welcoming and friendly space for refugees and asylum seekers where they can get the help, advice and support they need to help them settle into life in the UK.

We are seeking Trustees with a variety of skills, such as an understanding of finance, income generation for charities, public relations, legal or marketing. Knowledge or experience of charities and how they operate would be beneficial. Above all, you would have a heart for helping those most vulnerable in our community.

We would particularly like to hear from you if you have lived experience of the refugee/asylum system.

### **Trustee Role Description**

Location: Leicester Square, Central London  
Function: Governance

### **Time commitment**

This role requires attendance at the full Board meeting (usually half a day) four times a year, and participation in subcommittees or ad hoc meetings as appropriate. The smaller meetings may be online, while the Board meetings are usually face-to-face. Occasional attendance at events or trustee away days.

**This is a voluntary, unpaid role, although travel expenses may be claimed.**

### **Duration**

One year trial period on both sides, then for a further 4 years with the possibility of a further 5-year period.

Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

## **Trustee duties**

**Collectively**, the Board of Trustees will have the following knowledge and experience:

- A sound understanding of effective charitable governance
- Understanding of financial management/accountancy and an understanding of charitable funding
- Experience of strategic and business planning
- Senior management experience
- Communications, PR and marketing
- Knowledge, understanding, empathy or experience of NDRC's area of work

## **Statutory duties of all Trustees**

- To ensure that NDRC complies with its governing document, organisation/charity law and any other relevant legislation or regulations
- To ensure that NDRC pursues its objectives as defined in its constitution
- To ensure that NDRC applies its resources exclusively in pursuance of its objectives
- To safeguard the good name and values of NDRC
- To declare any conflict of interest while carrying out the duties of a trustee
- To ensure the financial stability of the organisation

## **General duties**

- To set and maintain vision, mission and values
- To maintain effective Board performance and ensure the financial stability and effective administration of the charity
- To contribute actively to the Board's role in giving strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To agree and monitor the implementation of key internal policies including Safeguarding, Health and Safety, Data Protection, Risk Register etc.
- To represent the organisation at functions and meetings, and act as an ambassador for NDRC

## **Person specification**

- Support of the values and ethos of NDRC
- Some experience of OR interest in voluntary work in this field
- Willingness to contribute to planning and discussing the development of our charity
- Willingness to work flexibly with others who are also giving their time voluntarily.

### **What would be really useful**

- Previous experience of working with refugees and asylum seekers or other vulnerable groups
- Some understanding of current immigration laws and regulations and their impact on people seeking asylum in the UK

### **What could be helpful**

- Knowledge of French
- willingness to visit the Centre from time to time in daytime hours.

### **HOW TO APPLY**

If you would like to arrange a visit to the Centre on a drop-in day, please contact our Chair or Director on the email address below. Visits can be made on the following dates between the hours of 10.30am and 1.30pm: Monday 19<sup>th</sup> February, Thursday 22<sup>nd</sup> February **or** Thursday 29<sup>th</sup> February.

Please send your CV and a supporting statement covering the following questions (no more than 2 sides of A4, please):

- What interests you about Notre Dame Refugee Centre?
- What skills/knowledge might you be able to contribute?
- What life experiences have you had that might be relevant to serving on our Board?
- Have you ever been a trustee or worked for another Charity?
- If you have visited the Centre, you may wish to share your impressions.

Please include the names and contact details of two referees.

We look forward to hearing from you.

Send a copy of your CV and supporting statement to [recruitment@notredamerc.org.uk](mailto:recruitment@notredamerc.org.uk)