ASYLUM AID

Trustee

Recruitment Pack

ASYLUM AID
protection from persecution

AUGUST 2026

WELCOME

Thank you for your interest in becoming a Trustee of the Asylum Aid Board.

This is an exciting time for Asylum Aid as we continue to grow our impact and strengthen our services for survivors of human cruelty, displacement and systemic injustice to navigate the asylum process. Our work is more crucial than ever, as we advocate for vulnerable individuals within a challenging and evolving global landscape.

This year, we are looking to recruit a trustee specialising in finance. This role is a key member of the Board of Trustees, providing oversight of the charity's financial health and helping ensure strong financial governance of Asylum Aid. Working closely with, the Executive Director of Asylum Aid, the Director of Finance and Governance and the Board, this trustee will support strategic decision-making by ensuring that trustees have clear and accurate financial information and that Asylum Aid operates with robust financial controls. The role plays an important role in helping the Board balance ambition and growth with responsible financial stewardship.

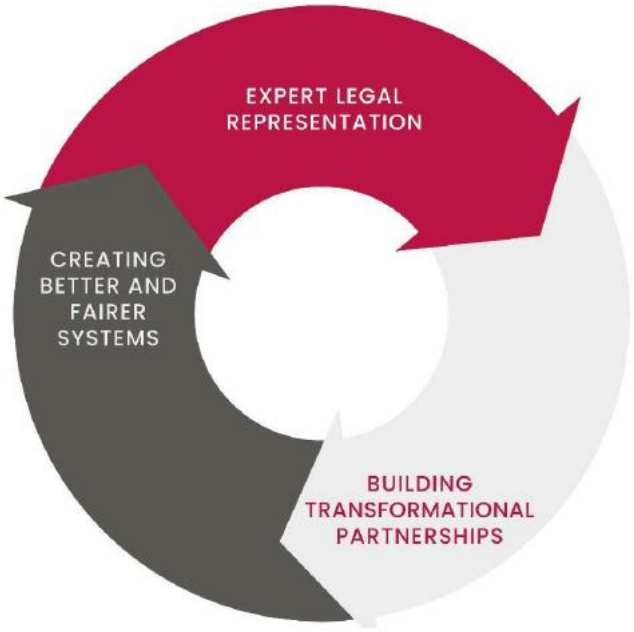
As a Trustee you will be part of a small team of volunteers who are collectively responsible for developing and guiding the strategic direction of Asylum Aid and steering the long-term stability.

I hope the information contained in this pack along with our website gives you all the information you need, but please contact Hannah Padfield, Director of People (jobs@helenbamber.org) if you'd like to know more.

I look forward to receiving your application.

Warm regards,

Elizabeth Mottershaw
Chair of Trustees
Asylum Aid



ABOUT US

ASYLUM AID
protection from persecution

Vision: All those who come to the UK in need of protection obtain it and are treated fairly and with dignity.

Mission:

- Provide expert trauma-informed legal representation in complex cases.
- Share best practice and increase capacity through training, supervision and sharing resources.
- Maintain financial sustainability to grow and maintain our work.
- Ensure staff wellbeing and professional development.
- Secure rights to housing and welfare for our clients to live a dignified life.
- Influence change through policy advocacy.

OUR HISTORY AND PURPOSE

Asylum Aid is an award winning specialist provider of legal advice and representation for people seeking asylum and other forms of protection in the UK with the most complex cases. Established in 1990, we specialise in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people.

Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations.

In 2020, Asylum Aid joined forces with the Helen Bamber Foundation to form the Group. The Helen Bamber Foundation, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence – regardless of the perpetrator – require safety, legal protection, and medical and emotional support.

"My life is a lot better since Asylum Aid helped me. I'm able to work a job, chase my dreams, and live safely and securely in this country. My solicitor was always on top of everything, she was always doing the best she could."

A CLIENT FROM ERITREA

OUR STRATEGY

In pursuit of our mission, we focus on five interconnected areas with a goal to increase the number of people in need of protection in the UK who obtain safety and are treated fairly and with dignity:

1. Drive quality support for all survivors
2. Champion collaboration to increase impact
3. Challenge harmful systems
4. Transform access to legal support
5. Deliver best practice for our team and supporters

FINANCES

In 2024, our total income was £1,689,448 while expenditure was £1,583,274 resulting in a surplus of £106,174. Our Total Unrestricted funds were £1,622,729. Asylum Aid currently employs over 25 staff.

GOVERNANCE STRUCTURE

Asylum Aid is governed by our own highly skilled and dedicated Board of Trustees who provide strategic oversight. Our governance reflects our commitment to ensuring survivors' voices are heard through the inclusion of Board Advisors with lived experience on the Asylum Aid Board.

Asylum Aid operates with robust committee structures:

- Finance and Fundraising Committee, meeting quarterly
- People & Governance Committee, meeting quarterly

Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation, functioning as an independent charity with its own Board and Executive Director. Alison Pickup took up the role of Group CEO in August 2025. Alison acts as CEO of both charities and provides unified leadership across them, supported by an expert Management Group of senior directors leading key functions, including Legal, Therapy, People, Finance, and Policy & Research.

EQUITY, DIVERSITY AND INCLUSION

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in. We recognise and value the role diversity plays in good governance and genuinely welcome and encourage applications from a range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma.

JOB DESCRIPTION

KEY RESPONSIBILITIES

As a trustee, you will share overall responsibility for the charity but provide particular focus on financial and fundraising issues.

Strategic direction and oversight

- To set Asylum Aid's overall strategic direction.
- To help define goals and evaluate performance for Asylum Aid.
- To be responsible for the governance of the charity, ensuring that the charity acts in accordance with its governing documents and applicable legislation.
- To support and advise the Executive on the vision, direction and management of the charity.

Decision making

- To exercise control over the financial affairs of the charity and protect its assets, ensuring that each charity is financially sustainable.
- To make decisions at all times in the best interests of the charity.
- To attend and contribute to Board Meetings and any relevant Committee meetings.

Responsibilities

- To ensure that the charity uses its resources exclusively to further its charitable objects.
- To advocate on behalf of survivors and asylum seekers and refugees.
- To raise the profile of the charity and act as an ambassador for the charity.
- Provide ad hoc support to the CEO and Executive Team.

Principal responsibilities of the finance Trustee:

- Review and have oversight of the financial model that underpins the strategy for the charity.
- To review and recommend the annual financial plan and budget for each of the charity for the approval of the Board of Trustees.
- To ensure that the Board of Trustees receives accurate annual Report and Accounts.
- To review monthly Management Accounts for each of the charity, and reforecasts, against budget and report on such to the Board of Trustees at quarterly Board meetings.
- To review the charity's financial policies and procedures.

- To review and have oversight of the development and implementation of the Charity's fundraising and supporter engagement strategy and plan.
- To receive regular reports on progress towards the fundraising target at committee meetings and as and when required.
- To ensure that there are in place for the charity's appropriate safeguards, policies and procedures regarding financial risks including investments and fundraising.
- Manage relationship with external auditors.
- To provide guidance and support to the Director of Finance and Governance and the Group Director of Fundraising.

TRUSTEE PERSON SPECIFICATION

- Committed to Asylum Aid's vision, purpose and values and able to act in a manner consistent with these.
- Able to work constructively as part of a small team.
- Able to think strategically and have sound independent judgement.
- Open minded with a strong commitment to equality, diversity and inclusion and committed to shifting power to people with lived experience and upholding anti-racist practice at all levels.

ADDITIONAL FINANCE TRUSTEE PERSON SPECIFICATION

- Qualified accountant senior financial expert (CCAB qualified).
- A proven record of achievement as finance director in the private, public or voluntary sector, or as a partner of an audit/accountancy firm.
- Experience in treasury, risk and reserves management, audit and other corporate governance responsibilities.
- Experience of operating within a Board in a charitable, public sector or commercial organisation (desirable).

Trustees have ultimate responsibility for directing the affairs of their charity, ensuring it complies with the law, is solvent and well-run and is delivering the outcomes for which it was set up and which have been agreed with funders. For more detailed information see the Charity Commission's website below and in particular the publication 'The Essential Trustee' (CC3). A small number of people are barred from serving as charity trustees and applicants will be asked to confirm their eligibility. Information on this can be found on the Charity Commission website here.

TERM LENGTH

Trustees are appointed for an initial term of three years. This may be renewed for a further three years by mutual agreement and subject to re-election by the Board. A Trustee may serve a maximum of three terms (nine years in total).

TIME COMMITMENT

You will be expected to attend quarterly Board meetings of Asylum Aid. The Asylum Aid Board typically take place from 2.30- 5pm on a Thursday day at our Old Street Office. We can make provisions for Trustees to attend online as necessary. Each trustee brings unique knowledge, skills and experience which enhances the effectiveness of the overall Board. As trustees have a legal responsibility for the organisation, we expect them to attend all four meetings annually unless there are exceptional circumstances.

The trustee will be expected to attend the Finance and Fundraising Committee, which meets online between quarterly. Meetings normally last up to 2 hours.

There will also be one annual Strategy Day for Trustees and occasionally short, ad-hoc online meetings to discuss specific matters.

There will be some preparation needed before meetings so you are able to share your views and actively participate in discussions. Papers are usually circulated around a week before meetings.

SUPPORT WE WILL PROVIDE YOU

We are committed to supporting you, and offering you a warm welcome. We would spend time with you to understand your skills and aspirations, and would be very happy to talk about any support that would be helpful for you. We will also provide:

- A full induction and targeted training as required
- Mentoring provided by members of existing board of Trustees as required

We are able to meet trustees' reasonable out-of-pocket expenses in line with our expenses policy e.g. travel or carers costs to attend Asylum Aid board meetings and the Finance and Fundraising Committee meetings where necessary.

HOW TO APPLY

If you would like to apply for the role of trustee please submit your CV and a short statement.

Your statement should then address the following three questions:

1. What is the main thing that interests you about applying for the role of trustee at Asylum Aid?
2. What is the particular skill (or skills) you have that you feel would be beneficial to this role? Please relate your answers to (1) and (2) to the information in this pack about Asylum Aid and the skills we are looking for.
3. Do you have any previous experience of working with a charity board in particular or supporting a charity in general? If you do, please let us know what this was.

The questions can be responded to in one of four different ways:

1. Written A4 (No more than 2 sides of A4)
2. PowerPoint (No more than 3 slides)
3. Audio recording (No more than 5 mins)
4. Video Recording (No more than 5 mins)

Please apply via the Asylum Aid website along with your CV and statement by 10am on Monday 14th September

If you would like to get more information about the role - or talk to the Chair of Trustees at Asylum Aid, Elizabeth Mottershaw - before you express an interest in our trustee position please contact Hannah Padfield, Director of People at jobs@helenbamber.org.

TIMELINE

Closing date: 10am on Monday 14th September
Preliminary interviews (online): Monday 21st September
Final panel interviews (in person): Friday 9th October

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you would like to discuss any specific requirements, please get in touch with us at seniorrecruitment@helenbamber.org.

SAFER RECRUITMENT

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of young people and adults at risk. Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to make sure that all persons appointed are suitable to work with our children and adults. The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Successful candidates will also be subject to a DBS check.

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the refugee and migrant sector.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can seek independent and confidential support with your job application from the Experts by Experience Employment Network. They can help you in preparing your application by providing one-on-one mentoring support to review your CV, cover letter or provide interview preparation. To request job application support or general one-to-one career advice and mentoring, please click here.