

Board of Trustees

Candidate Pack

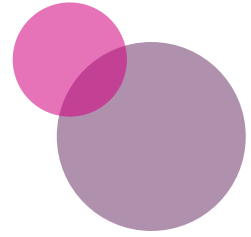


EMBRACE
the Middle East



GESPENDET VON DER ÖSTERR.
STATTHALTEREI DES RITTERORDENS
VOM HL. GRAB ZU JERUSALEM

Welcome



Embrace the Middle East is an international Christian charity committed to sustaining and supporting local Christian social witness in the Middle East.

We do this by walking alongside local Christian-led organisations and churches, working to deliver excellence, build resilience, and learn together. Informed by voices from the Middle East, we seek to engage and mobilise UK Christians to join with us and their brothers and sisters in the Middle East. As part of our growing advocacy work, we also engage with Bishops, church leaders, and politicians in the UK, speaking up on issues of justice publicly and privately.

2024 marked 170 years of Embrace's close partnership and relationship with local Christians who, through their churches and local civil society organisations, serve some of the most marginalised and excluded communities in the Middle East during this time of significant challenges. Today, our Christian partners work in Egypt, Lebanon, Syria, Israel, Palestine (West Bank and Gaza), and Iraq. Through their wide-ranging programmes, they provide support and services for refugees, enable women's empowerment, work for community development and offer emergency humanitarian relief, serving people of all faiths and none.

Sustaining the active and powerful social impact of Christian-led NGOs in this amazing and diverse region is what drives us. The challenges are often immense. The sense of purpose is uniquely motivating.

The Embrace Board of Trustees provides good governance and strategic direction for the charity and monitors its operations. Working with Embrace's senior management, the Board ensures that Embrace fulfils its charitable purpose as set out in its Articles of Association and complies with relevant legal and regulatory requirements.

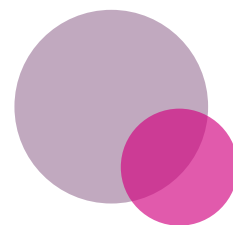
Trustee appointments are initially for a three-year term, renewable for a maximum of two further terms. Board meetings are held four times a year (including a 2-day residential) and are a mix of face-to-face (usually central London) and online. Depending on the Trustee's skills and particular areas of interest, they will also sit on one of our two committees – Programmes, Partnerships & Engagement (PPE) and Governance & Resources (G&R), which usually meet twice a year. As a member of Embrace's Board, you will have the potential opportunity to visit Embrace's Christian partners in the region.

This is an unsalaried volunteer role; however, we pay travel expenses as required.

If that speaks to you, and what you are looking for, we very much look forward to hearing from you.

Should you have any questions or wish to informally discuss the position, please contact Embrace's CEO, Jamie Eyre by emailing: vacancies@embraceme.org.

Who are we looking for?



Are you an experienced charity fundraiser? We are looking for a new Trustee with strong fundraising experience who shares a passion for our work and who, through their professional expertise, can offer support, guidance, and strategic insight to our Board, CEO, and senior management, helping to bring about positive impact and lasting change through the work of our Christian partners.

Because of the essential Christian context of the role, and in accordance with our Articles of Association, there is an occupational requirement for Embrace's Trustees to be practising Christians. They would normally be UK-based, but we can consider applications from trustees based overseas on a case-by-case basis.

We strongly value diversity and recognise that it is critical to our success and the cause that we serve. We are committed to providing an inclusive environment for all who work with us and strongly welcome applications from diverse backgrounds.

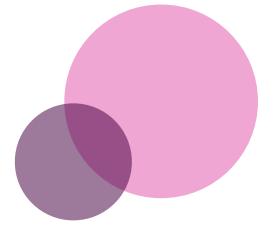
“Whatever you did for one of the least of these brothers and sisters of mine, you did for me.”

Matthew 25:40



Left to right: Children salvage items from the rubble in Gaza | The Olive Tree Project | Caritas Jerusalem mobile medical clinic, Gaza

Role Description



Role Purpose

Embrace the Middle East is a Christian Development charity (registered No. 1076329), established in 1854, with a mission to improve the lives of vulnerable and disadvantaged people in the Middle East by working in partnership with local Christians, focussing on education, healthcare and community development. Its Board of Trustees (the Board) is responsible for the overall governance, monitoring and strategic direction of the charity. It works with the charity's management to ensure that the charity fulfils the objects defined in its Articles, acts in accordance with the charity's vision and mission, and complies will all legal and regulatory requirements.

Key responsibilities of trustees:

To formulate and regularly review the strategic aims of the charity in accordance with its legal objects and to ensure that the policy and practices of the organisation are in keeping with its aims.

1. To monitor the performance of the charity against the agreed strategic aims.
2. To ensure that the organisation functions within the legal and regulatory requirements of a charitable organisation and strives to achieve best practice.
3. To act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.



Left to right: Emergency blankets, shelter and medical care in Lebanon | The Life Schools Project, Egypt | Young climate leaders in Iraq

Main duties and tasks of trustees:

1. Formulating and reviewing strategic aims

- Ensure the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these among and between trustees and management.
- Work with management to formulate the business, operational and other plans necessary to support the vision, mission and strategic priorities.
- Agree and review the CEO's annual and longer term objectives and targets, to ensure that these support the achievement of the vision, mission & strategic priorities.
- Agree Board policies which support the vision, mission and strategic priorities, and monitor their implementation.
- Follow the Code of Conduct at all times, particularly when exercising the functions of a trustee.

2. Monitoring performance

- Agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports from the CEO, and others, on the performance of the charity.

- Ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board.
- Hold the CEO to account for the management and administration of the charity.
- Ensure that the CEO receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives.

3. Legal and regulatory compliance

- Be aware of all legal and regulatory requirements and ensure the charity complies with them.
- Understand the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments, reviewing such governing instruments periodically.
- Agree the levels of delegated authority, whether to officers of the charity, board committees or management, and to ensure that these are appropriately recorded.
- Act as directors of the charity for the purposes of UK company law.



Left to right: Sustainable Agriculture project, Lebanon | Al-Kafaat Foundation, Beirut | Hot meals and care for Tel Aviv's homeless

4. Guardians of the charity's assets

- Ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets.
- Ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board.
- Ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate these risks.
- Ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- Ensure that intangible assets such as organisational knowledge and expertise, intellectual property, and the charity's good name and reputation are properly safeguarded.

5. Promotion of the charity and engagement with overseas partners

- Be prepared to act as a spokesperson for the charity when asked by the Chair or CEO, and to work within an agreed brief.
- Attend events as an ambassador for the charity, to network and promote the work of the organisation.
- Assist with fundraising by speaking, networking and otherwise seeking donations, in conjunction with staff and volunteers, with support and training as appropriate.

Trustees potentially have the opportunity to visit partners and programmes in the region at least once during their term of office. As part of the charity's safeguarding commitment, this role will require an enhanced DBS check every 3 years.

Further information

Trustees need to be available on at least 8 days each year (usually for a meeting of about three hours) including quarterly Board meetings, two Committee meetings, as well as an annual 2-day Trustee residential. Additional time is needed to read Board and Committee papers online. Meetings usually take place midweek, alternating between online and in-person meetings usually in Central London. Dates are set a year in advance. All new Trustees receive an induction. Trustees are appointed for three-year terms of office, up to a maximum of nine years. This is an unpaid voluntary position but travel and other agreed expenses are reimbursed.

Although Trustees are encouraged to play an active part in the Embrace-sponsored programme of visits to the countries in which the charity has partners, it is acknowledged that some may be unable to do so, for health, family or time commitment reasons.

How to apply:

To express an interest in becoming a Trustee at Embrace the Middle East, please complete the online application form below.

[Online application form](#)

We will contact all applicants after the closing date for applications, with shortlisted applicants being invited to an interview which will take place in May, including a discussion with current members of the Board.

Should you have any questions or wish to informally discuss the position with the Chair of Trustees, please contact Embrace's CEO, Jamie Eyre by emailing:

vacancies@embraceme.org

Please note - references will be required for successful applicants, and they will also be required to undertake a disclosure check as part of the charity's safer recruitment policy.

The closing date for applications is **4 May 2026**.

Online application form:

embraceme.org/apply

Closing date for applications:

4 May 2026

If you have questions, email:

vacancies@embraceme.org

SCAN TO APPLY



EMBRACE
the Middle East

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