



## **Chair of Trustees: Role Profile and Specification**

**Duration:** 3 years, with potential for reappointment (Voluntary Role)

**Closing date for applications:** 4<sup>th</sup> May 2026

**Interview Date:** 19<sup>th</sup> May 2026

**Start Date as a Trustee:** on 12th June 2026 or later by agreement

**Start Date as Chair:** 1st November 2026, when our current Chair steps down

We are looking to appoint someone with leadership qualities and high motivation, initially to join us as a trustee in June and then to take on the position of Chair in November. In close co-operation with our dedicated team of trustees and inspirational director, you will be guiding our charity through the next phase of our journey. This is a very exciting opportunity to play an important role in the development of Aid Box's strategy over the next 5 years and to oversee the deepening of our charity's impact on our community, made possible by our recent move into our new home.

In the months following your appointment as a trustee, and then ongoing as needed, we will provide you with practical induction and support.

### **About Aid Box Community: what we do and what impact we have**

We are a charity based in Bristol and for nearly nine years have been providing vital support, supplies and sanctuary to men, women and children seeking asylum in this city as well as those who have gained refugee status. We have created a space where people who have fled war, persecution and displacement can be provided with living essentials as well as finding warmth, dignity and a sense of belonging. We have the only 5 day a week haven of hope and love for the most vulnerable people in Bristol. Our Welcome Hub and Free Shop supported over 4,000 people last year alone, distributing more than 400,000 items donated by our incredibly generous supporters in Bristol and beyond. We also provided emergency financial support to over 50 people, when no other help was available to them. Nearly 600 people took part in our regular range of activities, sports groups and trips. And since the start of our Connections programme 5 years ago, we have brought together almost 400 people in meaningful friendships.

Our community has expressed so many positive words about the life changes they have experienced as a result of their involvement with our charity. These extend from responses to questionnaires to messages on social media. Do have a look at our latest Impact Report 24/25 which you will find on our website for much more information and many examples.

We also work very closely with the other main refugee support services in the city as part of the Bristol Refugee and Asylum Seeker Partnership (BRASP). This is an informal collaborative network of 14 partners, established to formalise our ways of working together, enhance communication, reduce duplication and competition for funding, and improve overall efficiency across the sector. Through this collaborative approach, we all aim to deliver more effective, joined-up services, share resources and achieve better outcomes for refugees and asylum seekers in Bristol. The work involved in this initiative is principally carried out at director level.

### **Our Finances**

Without wishing to minimize the possibility of future challenges to our sector, we are currently in a resilient financial position. Thanks to our excellent finance team, overseen by our finance sub-committee, we have very well-developed financial reporting and budgeting processes, and the trustees have approved a responsible level of reserves which is regularly reviewed. Much more detail is contained in our Financial Statements for the year ended 31 March 2025. You can find this document on the Charity Commission's register via the link below.

### **Our New Home**

The additional space in our new home in St Andrews has enabled us to bring more of our services under one roof and provide our community with many additional benefits. The increased space means that people can spend more time at the Hub and really enjoy the safety, community, and warmth of Aid Box. We are also opening up our community room for a daily social drop-in where people can come and have a hot drink, chat, play games, and receive signposting support.

### **Our Team**

We could not do any of our charity's work without the tremendous commitment of our 15 strong staff team, led by Imogen McIntosh, our director and the founder of Aid Box, supported by the incredible selflessness and generosity of our 350 volunteers, many of whom have lived experience of the UK's asylum system.

Overseeing the whole of this charitable project is our team of 9 trustees covering a wide spectrum of skills and experience including social care, safeguarding, corporate management, communications, film and tv production, fundraising, charity management, law, financial planning and accounting. Four of our trustees also have their own lived experience of the asylum system.

### **What are our trustees responsible for?**

Trustees are jointly responsible for (1) the overall management of our charity (2) setting, and monitoring, Aid Box's strategic direction (3) always making decisions in our charity's best interests (4) ensuring the charity carries out the purposes set out in our constitution for the benefit of our community (5) additionally, complying with the other provisions of our constitution and with the laws relating to charities (6) ensuring that Aid Box is

financially sound. All trustees also use their special skills and experience to benefit the charity.

### **What are the main additional roles of our Chair of Trustees?**

(1) In close collaboration with the other trustees and with our director, leading our charity's strategic direction (2) chairing quarterly meetings of trustees and meetings of our HR sub-committee [1-2 meetings a year] and ensuring that decisions are implemented (3) promoting trustee development (4) working closely with our director, including carrying out periodic reviews (5) representing trustees in contacts with other charities and organisations.

### **Person Specification**

#### **(1) Essentials**

Leadership experience (formal or informal), either within or outside the charity sector

Experience (formal or informal) of working with a diverse workforce or volunteer body

Special skill or experience that will be of particular benefit to Aid Box

Motivated by ABC's vision, mission and values

Teamwork and communication skills with the ability to listen and build a consensus

Network of contacts in/around Bristol

Living in or near Bristol

#### **(2) Desirables**

Some experience as a trustee

Involvement in fundraising initiatives, directly or indirectly

Lived experience of the UK's asylum system, with refugee status

Understanding the roles and responsibilities of a trustee

Charity volunteering experience

### **Our Commitment to You**

You are welcome to come and have a look at the work we do by visiting, by prior arrangement, our Welcome Hub and Free Shop. In the months following your appointment as a trustee, and then ongoing as needed, we will provide practical support, principally through our deputy chair. In addition, we will provide you with a full induction programme to include the legal framework within which we operate and key areas such as safeguarding, together with the possibility of involvement in a range of the charity's activities. During your time with Aid Box, you will also be able to join training workshops we organize in areas important to your role as a trustee.

## **Safeguarding Statement**

ABC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff, trustees and volunteers to share this commitment.

ABC operates Safeguarding Policies for the purpose of protecting Young People and Vulnerable Adults. All staff and trustee members are required to undergo Enhanced [Disclosure and Barring Service](#) DBS checks.

## **Statement on Equality, Diversity and Inclusion**

ABC aims to be an anti-discriminatory organisation committed to the promotion of quality and diversity and, in line with the Equality Act 2010. We particularly welcome applications from under-represented groups and those with lived experience.

***For much more information about our charity, here are links to our website (where you can also find our Impact Report 24/25) and also to our Financial Statements for year ended 31 March 2025 filed with the Charity Commission:***

<https://www.aidboxcommunity.co.uk>

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5093545/accounts-and-annual-returns>

**If you would also like to have an initial informal chat, do set up a call with our Chair, Richard Annandale, by emailing: [richard@aidboxcommunity.co.uk](mailto:richard@aidboxcommunity.co.uk)**

### **To apply:**

Please send your CV, together with a covering letter (no more than two pages please), telling us how your experience, skills, and motivation, make you a suitable candidate for this role, to: [Susan@aidboxcommunity.co.uk](mailto:Susan@aidboxcommunity.co.uk)

### **Timetable for this appointment:**

**Closing date for applications: 4<sup>th</sup> May 2026**

**Shortlisted candidates notified by: 9<sup>th</sup> May 2026**

**Interviews on: 19th May 2026 at Aid Box Community St. Bartholomew's Parish Hall, Sommerville Road, Bristol, BS6 5BX**

**Appointment as trustee by 12th June 2026 or later by agreement**

**Invitation to join our Strategy Day on 12th June 2026**

**Registered Charity Number 1172697**