



REFUGEE & MIGRANT CENTRE

West London Welcome is offering an opportunity to join our diverse Board of trustees and seeking someone with finance experience

This is an exciting time to join our community. West London Welcome (WLW) is a community centre and registered charity run for and with refugees, migrants and people seeking asylum, working together with local people to provide a safe, positive experience of community to reduce isolation, build inclusion and confidence, and challenge injustice.

Each week at WLW brings unique joys and challenges. We support hundreds of people from 52 different countries with a range of immigration statuses, providing community support, English classes, advice, hot food, a foodbank, clothing, childcare, and social and creative activities. We take a holistic approach to support the needs of our members, from the practical and social to the emotional and playful.

The Role

We are looking to recruit a trustee who has the skills and experience to:

- Chair the Finance and Audit sub-committee of the Board.
- On behalf of the Board, work with the executive team, to oversee the production of the WLW's annual budget, management accounts and annual financial statements.
- Provide advice, scrutiny and support to WLW executive team on financial matters.
- Act as the Board lead on scrutiny of financial strategy and risk.
- Have some knowledge of the refugee/migrant sector - for example, experience of volunteering or working within the refugee and migrant NGO sector in the UK or abroad. This could include either volunteering or working directly for an NGO, or in another related capacity such as with a campaign.
- Be someone who is passionate about the work of WLW and supporting people in our community.

Trustee General Duties

In addition, we are looking for someone who has the skills and experience to:

- Ensure that WLW complies with its governing document (its constitution), charity law and any other relevant legislation or regulations.
- Ensure WLW pursues its objects as defined in its governing document.

- Ensure WLW applies its resources exclusively in pursuance of its objects, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they appear to be.
- Contribute actively to the Board's role in giving firm strategic direction to WLW, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of WLW.
- Ensure the financial stability of WLW.
- Protect and manage the property of WLW and to ensure that proper investment of WLW's funds.
- Support WLW's Executive Director and monitor her performance.
- In addition to the above general duties, a Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

Minimum Time Commitment

- The Board generally holds meetings at least four times per year. These normally take place in the early evening and last approximately two hours. There may also be additional occasional training sessions.
- Trustees should also support WLW at informal fundraising and other events as part of their ambassadorial role as well as making regular visits to our centre.
- This is a voluntary position, but Trustees can claim out of pocket expenses such as those incurred in travelling to meetings.
- Occasionally quick decisions on urgent matters need to be made. Trustees should be available via WhatsApp as well as at regular board meetings to provide needed input/advice.

Person Specification

Trustee candidates must have:

- Finance experience;
- A commitment to the mission of WLW;
- A willingness to devote the necessary time and effort;
- Integrity;
- Strategic vision;
- Good, independent judgement;
- An ability to think creatively;
- A willingness to speak their mind;
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- An ability to work effectively as a member of a team and to take decisions for the good of WLW;
- A satisfactory DBS disclosure;
- Satisfactory references.

Interested applicants should review the duties and person specification detailed above, and send their CV and a covering letter via CharityJob to Joanne MacInnes, Director, by midnight on 7 December 2023.