



## Chair of trustees role description

### Role context

Local Welcome makes it fun and easy for people to cook and eat with refugees in their community.

We're looking for a new Chair of Trustees to help steer us through a time of challenge and opportunity, as we simultaneously navigate the changing landscape of refugee support in the UK, and manage strategic changes in the charity's financial model and service delivery.

You'll be joining a friendly board with 3-5 other trustees with different backgrounds, expertise and experience. Some on the board have been with us from our early days, and others are more recent appointments. Two board members are Local Welcome leaders themselves. A key area of focus will be to help lead the organisation through the change management process mentioned above.

Our ultimate goal is to be a 100% membership-funded organisation. Our current strategy paves our way to achieve this once we've scaled from 7 groups to 50.

We have a small, committed team of 3 members of staff, and 1 freelancer, co-led by our Finance Manager and Product and Operations Manager. Both members of the management team have worked at Local Welcome for over 6 years. We're really proud of our team and what they've achieved so far, and we're excited about what the future holds for us.

### The commitment

#### Location

Remote.

#### Voluntary

This is an unpaid role, however expenses relating to your role e.g. travel, will be paid.

#### Time

Trustee meetings (up to 2 hours in duration) are held online in the evening every 2 months. In-between these meetings you may also be asked to help with other activities on an ad hoc basis e.g. review documents.

## Term

The Chair of trustees is appointed by the board for a term of 18 months initially. You may be reappointed after this first term.

## Responsibilities

1. Harness the skills and expertise [of the board of trustees](#) to effectively scrutinise the activities and finances of Local Welcome in line with [our mission, vision, values](#) and goals and in compliance with charity law and regulations.
2. Line management of our management team, including their annual review and one-to-ones.
3. Chair trustee meetings effectively so that all voices are heard and good progress is made.
4. Be kind and supportive towards your fellow trustees and the wider staff team in line with our values.
5. Ongoing support of Local Welcome e.g. attending events or interviewing new staff

## Experience and skills

You'll have experience of a leadership role within another organisation where you've been required to contribute to strategy and financial planning. Ideally, this will be a non-profit organisation of similar size to Local Welcome (income c £250,000 per year), or larger.

In particular, experience of working in an organisation or company which is undergoing change, and navigating the challenges that come with this (e.g. comms, risk management, progress tracking), whether that was as a manager, or in a direct support role would be helpful.

Similarly, any experience of managing or working in an organisation or company that's scaling up would be useful.

You'll have acted as a line manager to individuals in a senior role before where you've acted as a sounding board for ideas, coached to support their development and led on their annual review.

You'll be experienced in running effective meetings, and where views differ, of managing conflict and building consensus.

You'll be able to tell us about times you've had to confront hard truths within an organisation and how you handled this.

You'll understand the importance of engaging funders and other partners during events and you'll be willing to attend events on behalf of Local Welcome. If you have a public platform,

you'll be willing to help amplify our voice through your networks and/or your social media profile.

Experience of charity governance and funding is desirable.

Local Welcome's strategic approach is based on principles found in the tech sector like agile, lean and user-centred design. It would be helpful if you had experience of working in similar environments, but this is not essential if you are willing to learn and you're open to new ways of working.

You will respect and value people's differences and be committed to helping Local Welcome to be an inclusive organisation for its trustees, staff, leaders, members, guests, supporters and partners.

## **Diversity and lived experience**

We are open to applications from people with different life, work and volunteer experiences, particularly in the areas of forced migration and social isolation.

We're also interested to hear from people with experience of being, or working with, older people or vulnerable young people.

It's very important to us that our board is diverse and reflects the experiences and perspectives of people in the communities we work with.

We are very keen to receive applications from people of colour, people who are LGBTQ+, people who have a disability and people from working class backgrounds.

## **Values**

Our values are not just a set of nice words we stick up on the wall in our office, they are very important to us and we gently hold ourselves and each other accountable to them every day. At the interview we'll be looking for people who embody our values. They are:

- Build open, honest and diverse relationships
- Deliver joy through service
- Think big and act long-term
- Be creative and take risks
- Grow and learn
- Have compassion and fun
- Build diverse supportive teams
- Eat together
- Tell the truth
- Be humble

Alongside these values we are proud to have developed a compassionate working culture where we 'make it ok not to be ok'.