



Trustee 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 trustee to support 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 commitment

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

Trustees are appointed for a term of 12 months. At the end of the term trustees can be reappointed for a further term if there is a resolution from the board to do so.

Responsibilities

Work with your fellow trustees to:

1. Steer Local Welcome to achieve its mission, vision, values and goals in line with your skills, expertise and experience.
2. Ensure we use our money responsibly, and that we're financially stable.
3. Hold the Local Welcome team accountable to their agreed goals and objectives.
4. Ensure we comply with charity law and other relevant regulations and have the appropriate policies and procedures in place.
5. Be kind and supportive towards your fellow trustees and the wider staff team in line with our values.

Experience and skills

We're looking for someone who believes in our [mission, vision and values](#) and is committed to helping us live up to them.

Ideally you'll have some managerial experience, either managing people or projects or both.

You'll have experience of working collaboratively with other people where you've come together as a team to achieve something.

Financial experience is helpful, this could include setting or working within budgets, reviewing financial documents or being responsible for bookkeeping.

You'll be someone who speaks their mind, even when that's difficult to do, and we'd like to hear about times when you've done this.

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'.