



Chair of the Board of Trustees Job Description

- The application process will close on 2 April, but can end sooner upon finding the right candidate, as such we will be assessing candidates as applications come in
- Interviews will be held on the week commencing on 15 April
- Please send a one-page CV and accompanying cover letter (no more than 2 additional pages) to trustees@refugeecafe.org.uk
- This role is a voluntary part-time position (up to 2 hours per week) where hours may vary depending on the work carried out by the charity
- This role focuses on the organisation's strategy, governance and leadership
- Location: Remote Monthly Meetings (with some visits to Lewisham required)

About the Organisation

Refugee Café is a small charity seeking to help refugees in Lewisham and surrounding areas enter employment in the hospitality sector. We began in May 2020, where we established ourselves at local markets, food-related initiatives and community projects and events. We recently completed a pilot employment programme in partnership with Lewisham College and the cafe at The Albany Theatre in Deptford.

Upon finishing the programme at Lewisham College, we are looking for a new Chair to lead the organisation's vision and strategy for the upcoming year. The founding Board of Trustees are retiring their positions, giving way to a new enthusiastic and passionate Board with significant sector experience in either the food or refugee and migration sector. [You can find more about the current Board here.](#)

About the Role

Refugee Café is seeking to appoint a Chair to lead the Board of Trustees. The Chair will ensure that the charity fulfils its responsibilities for the public benefit, effectively delivers its objectives, and complies with its governing document. This role demands an exceptional individual who can combine strong leadership skills with the ability to oversee strategic direction, articulate our vision and engage people to implement organisational improvement and systemic change. It is an exciting opportunity to shape a young organisation and have a positive impact in our community.

Refugee Café recognises the role of power and privilege in the charity sector. Our Board members bring a range of diverse skills and backgrounds to the organisation and we welcome applications regardless of age, gender, sexuality, socio-economic background, ethnic background or disability. We welcome expressions of interest from people in underrepresented groups and people with lived experience of the UK asylum and refugee system.



Main Responsibilities

- Lead the charity in strategic development to ensure we create a positive impact with our community and achieve our mission.
- Support the charity to achieve its strategic and operational objectives Facilitate monthly board meetings in stimulating, inclusive and well-rounded discussions and considered decision-making.
- Be a strong spokesperson for the charity both internally and externally
- Liaise closely with the team of trustees and act as the focal point for organisational procedures and areas such as strategy, governance, safeguarding, finance, HR & management of risk.
- Maintain careful oversight of any risk to the reputational standing of the organisation.
- Represent the organisation at appropriate events, meetings or functions.
- Encourage an inclusive and supportive board culture.
- Steering the long-term stability of the charity, through sustainable financial growth, including fundraising and other income generating activities

Qualities of the Role

- Commitment to the organisation, its values, mission, and vision, and an enthusiasm for supporting its beneficiaries.
- Understanding of challenges facing refugees in finding sustainable employment
- Experience of effective chairing and understanding of how to facilitate debate. You will ensure a balance is struck between time-keeping and space for board discussions.
- Experience in strategic roles and the ability to understand strategic issues, without losing sight of a vision of positive change.
- The ability to understand perspectives of others, to act collaboratively and diplomatically, and to secure collective decision-making. Ability to foster and promote a collaborative working environment.
- Effective written and oral communication skills, and be a proactive team player who delivers results.
- Flexibility in your approach, revising remits and objectives when necessary, and being comfortable with a degree of uncertainty.