

# Swindon City of Sanctuary

## Role Description: Chair of Trustees



### About Swindon City of Sanctuary

We are a small registered charity, founded in 2016 and registered in 2018, operating in the Borough of Swindon and immediate area to promote a culture of welcome, inclusion and support for everyone in Swindon, with a focus on those seeking sanctuary. We do this by bringing people and organisations in our community together, providing practical support through initiatives and projects, raising awareness and campaigning for social justice, contributing to the wider, national movement that is City of Sanctuary UK. Swindon City of Sanctuary (referred to throughout as The Charity) has grown steadily since it began, and is currently receiving core funding from The National Lottery Community Fund which will continue until 2026. We currently have one full time Charity Manager and three part time Co-ordinators leading specific designated areas of our work. We are supported by a diverse group of volunteers without whom we could not fulfil our Charitable Objects.

### Our Charitable Objects are:

- To advance the education of the public in general, especially in Swindon, about the issues relating to refugees and those seeking asylum.
- To provide, or assist in the provision of, facilities and activities for recreation or other leisure time occupations, in the interests of social welfare, with the object of improving the conditions of life of those persons who have need of such facilities.
- The promotion of equality and diversity for the public benefit, by promoting activities to foster understanding and engagement between people from diverse backgrounds.
- The prevention and relief of poverty amongst those granted refugee status and those seeking asylum in Swindon.

### About the Board of Trustees

Our Board consists of a minimum of three and a maximum of twelve Trustees, including the offices of Chair, Vice Chair, Treasurer, and Communications. There are currently eight Trustees – all bringing a diversity of skills, heritages, experiences and expertise to the Board.

Under the Charities Act 2011, the Board is collectively responsible for ensuring that the Charity is run in accordance with its Governing Document, known as the Constitution.

### The Role of the Chair

The role of the Chair is to lead The Charity to achieve its goals. As a registered charity, The Charity has both opportunities and constraints – the Chair must be able to balance both for the benefit of The Charity and our beneficiaries.

This is a voluntary role, for which no payment is available, although any necessary expenses incurred in carrying out the duties will be reimbursed.

As a small charity it is expected that the Chair will have a comprehensive understanding of The Charity in terms of governance and all operational levels.

The Chair's role involves leading the two-hour monthly Board of Trustees' meetings. Additionally, the Chair will need to be available for managing responses to issues as they arise in collaboration with charity staff and trustees. On average the time commitment will be 2-3 days per month but there may be busier periods depending on demands during the resolution of issues.

## **Responsibilities:**

1. To ensure that The Charity is well-governed in accordance with its Constitution, charity law and any other relevant legislation or regulations.
2. To ensure that the work of The Charity falls within its obligations under the Charitable Objects as defined in its Constitution.
3. To lead the Board in using The Charity's resources (human, financial and physical) in line with its Charitable Objects. This includes working with the Trustees and Charity Manager to support fundraising and income generation, to ensure the long term sustainability of the charity.
4. To work with other trustees to ensure the effective and efficient administration of The Charity by establishing appropriate policies, practices and procedures, together with reviewing and updating all relevant documentation.
5. To work with the Treasurer, Communications Officer and the Charity Manager to keep records and provide reports to ensure that funds granted to The Charity are managed appropriately.
6. To act as a spokesperson for The Charity, and to lead by example to promote its work, to represent its aims and values and the aims and values of the wider City of Sanctuary UK movement.
7. To ensure that Trustees fulfill all duties and responsibilities in accordance with The Charity's Constitution, charity law and any other relevant legislation or regulations.
8. To monitor and evaluate the delivery of the agreed outcomes in The Charity's Development Plan.
9. To line manage The Charity Manager on behalf of the Trustees, through monthly meetings or as appropriate to provide support, assistance and direction as required.
10. To work with the Charity Manager and Trustees to plan monthly meetings of the Board of Trustees.
11. To chair monthly meetings of the Board of Trustees according to established protocols.
12. To participate in one or more sub-committees of the Board as required and participate in occasional charity activities at a national or local level.
13. To listen to all trustee perspectives in order to help the Board arrive at appropriate decisions for the benefit of The Charity.
14. To exercise a second or casting vote if a vote on a Trustees' decision is tied, as specified in the Constitution.
15. To encourage collaboration between all members of the Board and staff with diplomacy and equity.
16. To act as the ultimate escalation point for any issues affecting The Charity.
17. To act as signatory on all official / statutory charity documents (ie. Annual Accounts and Report; financial / banking documents). Also to be a signatory on bank transactions.
18. To collaborate with board members to recruit, induct and support new trustees.



**Charity Reg No. 1177624**

**For more information click on our website: <https://swindon.cityofsanctuary.org/>**

## Person Specification - Chair of Trustees

	Essential	Desirable	How shown
A commitment to the vision and mission of Swindon City of Sanctuary.	✓		Application; Interview
Successful experience of operating effectively in leadership roles, ideally leading diverse teams, within a charitable, public sector or commercial organisation.		✓	CV; References
An understanding of the respective roles of the Chair, Trustees and Charity Manager and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	✓		Application; Interview
Demonstrable ability and experience of building and sustaining relationships with stakeholders and colleagues to achieve organisational objectives.	✓		References; Interview
Knowledge of current global/national/local context relating to migration and seeking sanctuary		✓	References; Interview
An ability to work effectively as a member of a team	✓		References; Interview
Preparedness to make difficult recommendations to the Board, when necessary, with diplomacy.	✓		Interview
A history of impartiality, fairness and the ability to respect confidences.	✓		References; Interview
Willingness to be available to staff for advice and enquiries when required.	✓		Application; Interview
Lived experience of migration.		✓	CV; Application
Specific skills, experiences or areas of expertise to complement the existing members of the Board.		✓	CV; Application; Interview
Knowledge of the Swindon community		✓	CV; Application; Interview.
Previous chairing experience and human resources knowledge		✓	CV; Application; Interview.