



## Safe Passage International

### Call for Applications for New Trustees

#### **Role Profile**

Safe Passage International is looking for people to join our Board of Trustees who are passionate about our mission to champion safe passage for people seeking asylum.

We would particularly welcome applications from people who have lived (personal) experience of having to leave their home and cross borders in search of asylum and from people from Black, Asian, and other Minoritised Ethnic communities.

We are particularly seeking expertise in the following areas:

- UK and, international / EU law and public policies on the subject of asylum-seeking and immigration.

Safe Passage International has offices in the UK, France, and Greece, and we welcome international applicants with the expertise we require.

Whether you have been a Trustee before or are considering a Trustee role for the first time, we want to hear from you!

#### **About Safe Passage International**

Safe Passage International (SPI) is a charity that champions the rights of people seeking asylum and displaced people as they flee persecution. We use the law to help them access safe routes to a place of safety and we work alongside them to campaign for change and build public support for safe passage for all.

We have a particular focus on supporting unaccompanied children and young people to reunite with family and reach protection in Europe, although we also work with adults and family groups too.

We are based in the UK, with small offices also in France and Greece. These offices are locally registered not for profit companies who are part of Safe Passage International, overseen by the international UK Board of Trustees.

Safe Passage International advances its mission through five main strands of work:

- providing legal advice to asylum-seekers and their family members to help them be safely and legally reunited;
- holding governments and decision-makers to account on their legal obligations to people seeking asylum;
- campaigning and advocacy with policy makers in Government, Parliament, and other authorities to provide safe and legal routes for people seeking asylum;
- helping young people seeking asylum to settle upon arrival and working with them to campaign on issues that they are passionate about;
- Improving public awareness of the need for safe routes.

## **About our Board of Trustees**

Joining the Safe Passage International Board means playing a leading role in a charity that supports people seeking asylum to access safe routes and reunite with family. By contributing your skills and perspective, you have the opportunity to support them to find safety.

SPI is run by a Board of Directors known as Trustees. The Trustees work on a voluntary basis to uphold the core purpose of the charity, set its strategy, and protect its reputation. They are also responsible for overseeing the charity's finances and ensuring that the charity's activities fulfil its aims and are in line with charitable rules and regulations.

SPI's existing Board currently has ten Trustees who between them have expertise by experience and / or knowledge and experience in the areas of safeguarding and casework, campaigning and advocacy, EU policies and law, finance, HR, leadership development, public policy, and governance.

It is very important that the Board's decision-making is informed by the perspectives of people seeking asylum. We value the powerful insight that lived experience brings to the Board. We also respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to.

## **What support will you receive?**

We welcome applications from people without prior experience of being a Trustee, as well as those who have been on Boards before. As part of our commitment to supporting a diverse and effective Board we will provide you with:

- ✓ Full induction
- ✓ Training sessions
- ✓ Guidance
- ✓ An experienced Trustee to buddy with you
- ✓ Expenses (travel to meetings)

## **What is a Trustee at Safe Passage International expected to do?**

The overriding duty of all charity trustees is to advance the purposes of their charity as well as several basic legal duties. You can find out more about Trustees' legal responsibilities [here](#).

As a new Trustee, you will be a full and equal Board member. The Board of Trustees works closely with the Chief Executive and Senior Leadership Team of Safe Passage International to achieve its mission, and is responsible for providing support, guidance, and decisions in the following areas:

- ✓ **Leadership:** appointing the Chief Executive, supporting them in their role and holding them accountable.
- ✓ **Accountability:** ensuring that Safe Passage International is transparent and accountable to the public, our beneficiaries, and our donors about the way we carry out our mission and the way we spend the funds our supporters entrust to us.
- ✓ **Strategic thinking:** helping the charity to set goals and objectives, and work towards achieving them.
- ✓ **Financial Oversight:** including a formal review of the charity's annual budget and supporting the Senior Leadership Team in financial management and organisation.
- ✓ **Fundraising:** including helping the charity to gain access to potential donors and supporters and providing general advice on areas of fundraising.
- ✓ **Guidance and Support:** including advising, where appropriate, the Chief Executive and Senior Leadership Team in areas such as employee management, strategic choices, and legal requirements.

**Time Commitment and Expectations:** If selected to join Safe Passage International's Board of Trustees, you will be expected to:

- ✓ Attend a range of training sessions prior to your first board meeting
- ✓ **Attend 4 Board Meetings per year**, plus one Strategy Day (in person where possible, otherwise electronically).
- ✓ **Read required Board documents** before each meeting and be ready to ask questions and actively contribute to the Board's discussion
- ✓ If requested, ad-hoc meetings on particular subjects
- ✓ Join a sub-committee to contribute to a specific area
- ✓ Attend occasional meetings with members of the public, for example with Safe Passage International's supporters, or with politicians and policymakers
- ✓ Be an ambassador for the charity and for young people seeking asylum
- ✓ Collaborate and work with Safe Passage International's staff as required. The successful appointee will be required to apply for an enhanced DBS or criminal record check, but a criminal record is not necessarily a barrier to being appointed to this role.

**Safe Passage International's Board members are appointed for a term of three years**, which can be renewed. Throughout your time as a Trustee, we are committed to supporting your growth and offer access to relevant courses and development opportunities to help you build your skills and maximise your impact

Like all other charities, **Safe Passage International's Board members are volunteers**. The role is therefore unpaid. However, SPI will pay for your travel to meetings and other necessary expenses.

### **How to apply**

If you are interested in applying to become a Trustee and would like to find out more about our work and existing Board, we would be pleased to set up a conversation with our Chair of Trustees. Similarly, if you are excited by the idea of becoming a Trustee but are unsure if you have the right experience, we encourage you to reach out to discuss the role and the skills and experiences you think are relevant. To do so please email [hr@safepassage.org.uk](mailto:hr@safepassage.org.uk)

To apply, please send a copy of your CV and a Cover letter (no more than 2 pages) addressing the following points:

- Why you wish to join the Safe Passage International Board
- What skills and experiences you would bring to the Board, with reference to those listed in the role profile, including lived experience of seeking asylum

Please also complete our separate Equal Opportunities Form:

<https://forms.office.com/e/kyqNP7MblH>

**Email applications to:** [recruitment@safepassage.org.uk](mailto:recruitment@safepassage.org.uk) with the Email Subject Line: First name, Surname, Trustee Application. Attachments should be titled First name, Surname Cover Letter or CV.

**Application Deadline:** Wednesday, 20th November 2024 at 11.59 pm

**Interview Date:** Wednesday, 4th December 2024

## **Further information on applying**

### **Diversity, Representation, Inclusion (DRI)**

It is so important to us at Safe Passage International that we do as much as possible to make our application process accessible and inclusive, so that we ensure our organisation is diverse and representative. Without a truly diverse and representative workforce and Board, we will not be able to deliver the best work possible for those we work with. We also have a Diversity, Representation, and Inclusion Working Group and a DRI Action Plan that all teams are responsible for moving forward.

To help us monitor and improve in this area, please complete our Equal Opportunities form. It is completely anonymous, confidential, and separate from the application process. The shortlisting team do not have access to these forms at any stage of the application process or on appointment.

**Equal Opportunities form:** <https://forms.office.com/e/kyqNP7MblH>

### **Positive action**

We value equality and diversity in our organisation, and are striving to build a workforce reflective of the communities we work in. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, or disability. People with refugee or asylum-seeking backgrounds are experts by experience and are particularly encouraged to apply.

We believe in and support positive action at Safe Passage International. This involves taking targeted steps to address underrepresentation or disadvantage experienced by people with characteristics protected by the Equality Act 2010, including age, race and ethnicity, disability, gender reassignment, sexual orientation, sex, religion or belief, marital status, and pregnancy. It is about ensuring equality of opportunity for people in protected groups.

Additionally, we are committed to taking positive steps to recruit, retain and develop the abilities of our staff, volunteers, and Trustees with mental and/or physical disabilities. If you are thinking of applying and have a particular need that we would need to support, please do get in touch at any point of the application process via [hr@safepassage.org.uk](mailto:hr@safepassage.org.uk)

As a refugee charity, we offer a guaranteed interview for people with lived experience of seeking asylum who submit an application outlining why they want to join the Safe Passage International Board and the skills they have that are relevant to the role. If you have first-hand experience of applying for asylum in any country, please let us know in your application.

We respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to.

### **Feedback**

We welcome feedback on the application process and would encourage you to reach out to [hr@safepassage.org.uk](mailto:hr@safepassage.org.uk) with any feedback that will help us improve our inclusive recruitment processes in the future, whether positive or ideas for development.

As a small charity, we are unfortunately unable to provide feedback on CVs and Cover Letters. However, we always provide tailored feedback to all candidates who are invited to interview.

**We wish you the best of luck with your application and look forward to hearing from you!**