

## **Job Role for**

### **Volunteer VICE-CHAIR for Watford and Three Rivers Refugee Partnership (WTRRP)**

**Job summary:** The role involves serving on the committee of WTRRP, supporting the Committee and its Chair in the overall management of the charity.

WTRRP is a registered charity (England, reg no 1162226) that exists to support people in the Watford Borough and Three Rivers District of West Hertfordshire, who do not yet have status in the UK, or who have specific needs related to their application process or welfare. Currently WTRRP has around 160 live cases (defined as a family unit or individual currently in need of our help).

WTRRP is run by a committee, which includes several Trustees. The Committee meets typically every 2 months and also for an Annual General Meeting, but it also provides day-to-day support to our staff members (Casework Coordinator and part-time Office Manager) and to our ~80 volunteers.

The main roles of the charity are to run a drop-in session every Tuesday (at St Mary's Church in central Watford), a social hub at the same time, and to provide financial and other assistance to its clients for their application process for leave to remain in the UK.

#### **Principal responsibilities:**

- Be part of the Committee, supporting the organisation as it grows and develops.
- Support the Chair in meetings, including running occasional meetings where the Chair cannot be present
- Attend the Tuesday hub / drop-in to support both activities as required.
- Listen, encourage and empower our staff and volunteers to provide support to our clients and adapt our services according to our client needs.
- Support WTRRP's other activities where appropriate: these include parties and sports events for our clients' children.
- Be aware and report any safeguarding concerns immediately to WTRRP Safeguarding Lead and/or a member of the Committee.
- Represent WTRRP and work constructively as part of a WTRRP team.

#### **Desirable:**

- An understanding of immigration matters and keep abreast of safeguarding matters.
- Be able to offer 4-6 hours a week of your time.
- Attend volunteers' and training meetings.

**Skills / experience:**

- Experience in management of people, especially volunteers
- Ideally, some knowledge and/or experience of immigration matters
- Ability to work as part of a team.
- Have empathy for the plight of refugees and asylum seekers
- Organisational development support as we grow and develop

if interested in this role or would like to talk further about this role for an initial chat please contact the Chair on [Tim@wtrrp.org.uk](mailto:Tim@wtrrp.org.uk). For an application form please contact our office Manager, Cat on [admin@wtrrp.org.uk](mailto:admin@wtrrp.org.uk).