



Helen Bamber Foundation Trustee Recruitment Pack

Background

We are a London-based charity gives Survivors of Trafficking and Torture the strength to move on, the vast majority of whom are refugees and asylum seekers. We work to meet the complex needs of some of the most vulnerable people in the world.

We are looking to find a new inspirational Trustee to dedicate the time, knowledge and vision on a voluntary basis to help maintain and improve the organisational health of the charity; guide our operational strategy and ensure successful resource management. This role may suit a senior operational leader in the commercial or not for profit sector.

We are a committed team of staff (32), volunteers (100+), trustees (8) and numerous patrons and supporters who are all committed to build on the Foundation's legacy. It is a special place – in the services it offers, the culture it promotes and the people it supports. Our clients are at the centre of all we do. Our success as an organisation is a testament to our clients' resilience and bravery and we hope that you too will be inspired by their stories and will want to join us to help make a positive impact.

About the Helen Bamber Foundation

"Our society will be judged by how we respond to those to whom we owe nothing."

Helen Bamber OBE

The Helen Bamber Foundation (HBF) is a London-based charity which supports people who have experienced extreme cruelty, such as torture or human trafficking, and who are refugees and/or who are seeking asylum. We are a human rights charity with clinical and legal expertise and deliver a specialist Model of Integrated Care (MoIC) to meet the complex needs of some of the most vulnerable people in the world. HBF's experts deliver this MoIC tailored to each client which includes:

- Clinical: specialist psychological care; medical advisory services and physical rehabilitation therapies
- Legal protection and medico-legal assessment and documentation
- Safeguarding of trafficking survivors and prevention of social deprivation

- Community integration through life, employment and creative skills

We support the most marginalized people in our society to secure their needs and rebuild their lives. We amplify the impact of our work to benefit survivors more widely by working in partnership with others and through advocating for policy change, research, and the dissemination of best practice.

In 2020 we rescued the charity Asylum Aid from liquidation - bringing it under the umbrella of the Helen Bamber Foundation. Asylum Aid provides protection from persecution through the delivery of high-quality legal advice and representation to survivors of trafficking, torture and other vulnerable refugees and people seeking protection. Three out of five members of the Asylum Aid Board also sit on the HBF Board and the CEO of Asylum Aid is also the CEO of HBF.

How we are governed

We employ the full-time equivalent of almost 32 members of staff and work with over 100 volunteers among them doctors, therapists, barristers, solicitors, administrators, artists, musicians and other specialists. The day-to-day management of the charity is by a Management Group made up of the Chief Executive, two Directors (Medical/Research & Fundraising) and Heads of Departments. Kerry Smith took up the role of CEO in May 2018. A Finance and Fundraising Committee comprising of Trustees and Directors meets at least quarterly to ensure the smooth running of the charity.

HBF is governed by a Board of Trustees, led by the Chair, which provides strong strategic oversight and governance. The Board currently comprises 8 Trustees, one of which is stepping down in December 2021. There are several committees led by Trustees and attended by Members of the Management Group such as a Research Committee a Finance and Fundraising Committee, the latter also provides oversight of Asylum Aid finances and fundraising. We will also be welcoming two Lived Experience Observers onto the Board to ensure that the voices of survivors are heard at the top of our organisation.

HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting excellent and diverse trustees as it's important that our trustees, along with our staff, ambassadors and volunteers, reflect the communities we serve. We know that it can be daunting to join a board, particularly if you have not done so before, rest assured the Board, the Chair and the Executive team is committed to making it as easy to join, participate and share your expertise as possible.

You will find information about our Board of Trustees and Executive and wider Team at www.helenbamber.org

Role Profile

The main duties of a trustee are:

- Supporting and setting HBF's strategic ambitions;
- Helping to define goals and evaluate performance;
- Using your skills to the benefit of HBF
- Supporting and advising the Executive on the vision, direction and management of the charity
- Being responsible for the governance of the charity, ensuring that HBF acts in accordance with its governing documents and applicable legislation
- Ensuring that HBF uses its resources exclusively to further its charitable objects

- Exercising control over the financial affairs of HBF and protect its assets, ensuring that the charity is financially sustainable, including membership of the Finance and Fundraising Committee
- Carrying out your duties and make decisions at all times in the best interests of HBF
- Attending and contributing to Board Meetings
- Advocating on behalf of Survivors and Refugees
- Acting as an ambassador for HBF

Specifically, we are keen to recruit an individual from the commercial or not for profit sector with preferably senior leadership experience in organisational health and governance, organisational strategy, finance and/or human resources.

Time Commitment

Envisaged as follows

- Quarterly Board Meetings (to date: A Thursday afternoon 2pm – 5:30pm)
- Quarterly Finance and Fundraising Committee meetings (to date: A Thursday two weeks before the Board Meeting for 1.5-2 hours)
- Ad hoc support of the CEO and Executive Team

How to Apply

To apply for this role, please submit the following:

- An up to date, detailed **CV**.
- a **covering letter or short supporting statement**
- Please let us know if you are **not** able to attend interview on the dates given in the Recruitment Timetable and/or if you would like to speak to someone from the Appointment Panel prior to submitting an application.

Since the HBF's work involves the engagement and participation of individuals with lived experience, candidates may be required to undergo an enhanced DBS check as part of any application. If successful details of **two referees** who we may contact at shortlist stage.

The role will be advertised from the 24th September 2021 and the closing date for applications is **Sunday 24th October 2021.**

Please send us your CV and short covering note by email to: laila.amarneh@helenbamber.org. If you would like to get more information about the role or to talk to the Chair of Trustees, Charlotte Seymour-Smith please contact laila.amarneh@helenbamber.org or Kerry.smith@helenbamber.org.

Recruitment Timetable

Closing Date for Applications	Sunday 24th October 2021
Longlist agreed by Appointment Panel and candidates notified	Friday 29 th October 2021
Interviews with candidates by Appointments Panel	W/c 8 th November 2021
Final interview with client representatives	W/c 22 nd November 2021