

CHAIR

APPOINTMENT BRIEF 2022

HELEN
BAMBER
FOUNDATION
strength to fly



WELCOME

Thank you for your interest in the position of Chair of the Helen Bamber Foundation.

Our founder, Helen Bamber, dedicated her life to upholding human rights, pioneering methods of care and rehabilitation for people impacted by the consequences of cruelty and inhumanity. Early in her life, at the age of 20, Helen entered Bergen-Belsen Concentration Camp with one of the first relief teams to work with Survivors. She continued to work for nearly 70 years supporting without judgement those in need; from forming the Medical Group of Amnesty International to co-founding the Medical Foundation for the Care of Victims of Torture.

At the age of 80, in 2005, in response to changing patterns of global violence and an increasingly hostile political landscape, Helen co-founded the Helen Bamber Foundation (HBF). Thus, the journey of the Foundation began, with the belief that everyone is born free and equal in dignity and rights and that all Survivors need safety, legal protection, medical and emotional support.

The work of HBF continues to be as critical now as it was then. Today, the Foundation provides specialist care for refugees and asylum seekers who have experienced severe trauma from trafficking and torture. Through its policy and academic work it also influences global best practice so that all Survivors may lead better lives with confidence and in safety.

As HBF moves into its next phase of development, we are looking for a new Chair of Trustees who has the vision, passion and expertise to provide collaborative leadership to the Board of Trustees. The Chair, together with the Trustees, will work to ensure effective governance and provide guidance and support to the Executive in order that HBF's strategy and reputation continues to serve Survivors.



WELCOME

You will be part of a committed team. We are honoured to have as our President, Dame Emma Thompson DBE, who was a friend of Helen Bamber having met her when she was in her 20s and Helen was in her 60s. Our experienced Board of Trustees, alongside our Board Observers with lived experience of the asylum system, provide strategic guidance and governance oversight. An able and professional Executive, staff and volunteers deliver our vital work under the leadership of CEO Kerry Smith.

HBF's ability to not only rise to the challenges of the past few years but to thrive is testament to the team's professionalism and resilience and their motivation to support Survivors - we hope that you too will be inspired by our clients and will want to join us to help make a positive difference.

Board of Trustees - Helen Bamber Foundation Group

“People often ask me why I have spent most of my life concerned with the consequences of conflict and violence. The simple answer is, why not? The honest answer is difficult. It is about the suffering of refugees. It is about the short life of compassion, how quickly it is born and how quickly it dies. It is about the stranger to whom we owe nothing. It is how our society will be judged and how we discover our humanity. It is about love. ”

Helen Bamber, OBE (1925 - 2014)



ABOUT US

VISION

All survivors of trafficking, torture and extreme human cruelty have safety, freedom and power.

MISSION

TO SUPPORT

Our Model of Integrated Care will directly or indirectly **support** survivors of trafficking and torture across the UK and beyond. We will also protect survivors from persecution, re-trafficking, exploitation and abuse.

TO ADVOCATE

As human rights **advocates**, we are uniquely placed as a result of our expertise, research and influence. We will bear witness to the suffering of survivors and fight for their rights.

TO COLLABORATE

We **collaborate** with others, especially those with lived experience, to find solutions to the challenges facing all survivors. We support the delivery of best practice to improve chances of recovery and prevent re-trafficking. We are a valuable partner for those seeking to influence UK, European and Global policy.

OUR 2022-2024 STRATEGY

Continued strategic review is essential to ensure improvements for our clients. In 2021, we embarked on a comprehensive review of our strategy, all the more relevant in a post-pandemic world. We found that our strategy continues to deliver against the complex needs of our clients, with the goal of **ensuring that all survivors of trafficking, torture and extreme human cruelty have safety, freedom and power**. In 2022-2024 we will continue to:

IMPROVE care by working with our clients to evolve and strengthen our services in order to demonstrate what works and share learnings with others.

EXPAND access through partnerships to ensure that more survivors receive the support they need.

DRIVE meaningful policy and practice change that improves systems and ensures that all survivors receive the appropriate standard of care from services nationally and internationally.



OUR 2022-2024 STRATEGY

However, we also know that survivors of trafficking are significantly vulnerable to further abuse, exploitation and trafficking. That even when survivors are in contact with the services who are supposed to help, they remain frighteningly vulnerable to predators who seek out those who can be controlled and manipulated. We are now in the position to challenge the systems that either allow or enable this to happen. Specifically because the Helen Bamber Foundation Group works with survivors of trafficking over the long term, we are uniquely placed to understand and tackle the factors contributing to the continued vulnerability of survivors of trafficking to exploitation, abuse and re-trafficking, even after seeking help. These include:

- The lack of appropriate skills or resources to recognise and successfully respond to a trafficking situation on the front line results in many survivors falling through the gaps.
- Lengthy legal processes and lack of specialist legal representation leave survivors at risk of re-trafficking due to lack of secure immigration status and legal protection.
- Little provision for long-term, trauma-focused care means survivors remain psychologically vulnerable to further exploitation and abuse.
- Prolonged destitution and limited access to education and legitimate employment opportunities leaves survivors vulnerable to traffickers seeking to isolate and manipulate their victims, who may not know their rights and entitlements.

Therefore, in our 2022-2024 strategy, **we will drive forward a programme dedicated to the Prevention of Re-Trafficking** focussing on: increasing effective early interventions that reduce survivors' vulnerability in the UK and globally; curtailing the risk of re-trafficking in the UK by increasing access to legal protection; improving understanding and awareness across services in the UK; and driving international system changes to improve protection globally.

“They've never made me feel guilty or judged. Instead, I feel that I am not alone. Whatever I go through, they go through with me.”

EQUITY, DIVERSITY AND INCLUSION STATEMENT

The Helen Bamber Foundation is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, Trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from Ethnic minorities.



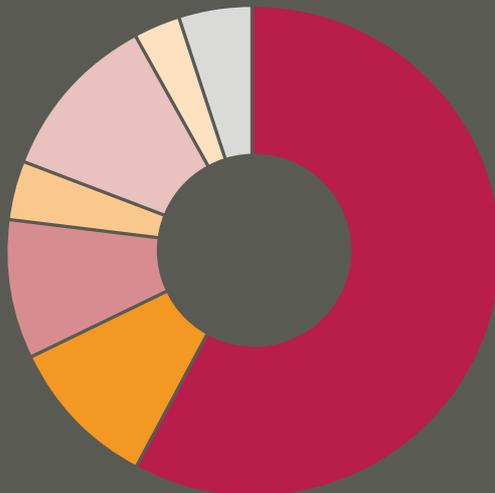
ANTI- RACISM POLICY

The Helen Bamber Foundation should be a place where everyone feels welcome to express themselves and know that they will be heard. We will work with others in our sector, to challenge racism and other forms of discrimination in the systems our clients move through.

FINANCES

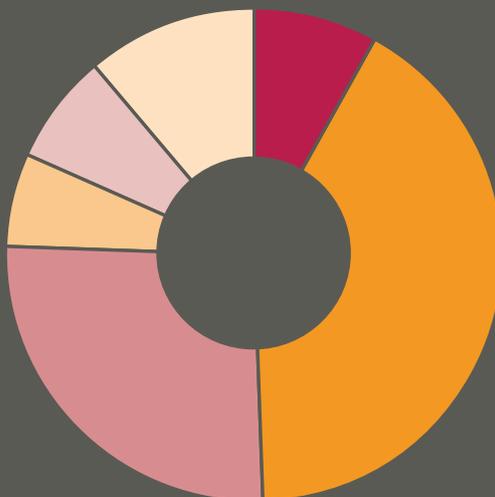
In 2021, our total income was £2,170,076 while expenditure was £2,077,130 resulting in a surplus of £92,946, a fantastic result given the difficult fundraising environment due to the Covid-related lack of event income. This was due to the quick response of funders to help charities meet the ongoing challenge. Our Total Unrestricted funds were £1,189,760. Out of this £250,000 was designated to a new premise fund, £209,849 to case work -in-progress, £24,789 to a fixed asset fund leaving unrestricted general funds of £705,122.

INCOME



- Donations - Trusts & Funds **£1,258,996**
- Donations - Individuals **£221,106**
- Donations - Corporate **£188,733**
- Fee from Medical Legal Reports **£85,190**
- Other Legal Services **£255,799**
- Westminster ASP **£61,306**
- Other Income **£98,946**
- TOTAL £2,170,076**

EXPENDITURE



- Cost of Raising funds **£175,678**
- Legal Protection **£860,815***
- Therapy & Casework **£539,696**
- Community Integration **£117,315**
- Counter Trafficking **£144,784**
- Research, policy, and dissemination **£238,842**
- TOTAL £2,077,130**

* Legal Protection Asylum Aid £480,331
Legal Protection Helen Bamber Foundation £380,484

GOVERNANCE & STRUCTURE

Dame Emma Thompson is President of the Helen Bamber Foundation and, in her role, is an inspirational ambassador of HBF's work. Dame Emma Thompson plays a critical creative and advisory role, including curating the annual Conversation Event.

The Helen Bamber Foundation Group is governed by a Board of Trustees, led by the Chair, which is collectively responsible for agreeing the Charity's strategy. The Board currently comprises the Chair, eleven Trustees (including a Treasurer) and two Board Observers with lived experience of the asylum system. The term of Chair, and of all Trustees, is for three years, and can be extended for a further two terms.

Charlotte Seymour-Smith is now stepping down, at HBF's October 2022 Board meeting, after serving three terms as HBF's Chair. An Interim Chair will be appointed from the current Board.

The day-to-day management of the charity is by the Managing Executive Team and is made up of the Chief Executive, and two Executive Directors (Fundraising & Communications Director and Clinical and Counter-Trafficking Director). Kerry Smith took up the role of CEO of HBF in May 2018 and Asylum Aid when they joined the Group in August 2020. HBF employs the full-time equivalent of almost 40 members of staff and Asylum Aid 10 members and we work with over 70 volunteers among them doctors, therapists, barristers, solicitors, administrators, artists, musicians and other specialists. Currently three members of the HBF Board also sit on the Asylum Aid Board which will total 7 members by 2023, and to support alignment the CEO of of Asylum Aid is also the CEO of HBF.

The Helen Bamber Foundation Group Board meets four times each year in London. The Chair and the Board of Trustees are encouraged to involve themselves in the charity's affairs in an advisory capacity (dependent on their interests, expertise and availability) and to act as ambassadors for HBF. A Finance and Fundraising Committee comprising of Trustees and Directors of both Asylum Aid and the Helen Bamber Foundation meets at least quarterly. Other sub committees form on an ad hoc basis as required. A Human Rights Advisory Group provides on-going proactive and reactive counsel to the Managing Executive.

CHAIR ROLE DESCRIPTION

The HBF Nominations Committee consists of Trustees Olivia Curno, Ian Watt and Nina Kowalska. The committee is now actively seeking to appoint HBF's next Chair.

TIME COMMITMENT

The Chair is initially appointed for a three year term, which can be extended for a further two terms. A formal review will take place at the end of the first term. It is envisaged that the Chair will need to commit an average of one to two days a month for the role, which includes:

- Quarterly HBF Board meetings, which are currently held on a Thursday afternoon 2pm – 5:30pm and an annual strategy half day.
- Quarterly pre Board meeting with CEO to plan and prepare for Board meetings.
- Monthly meetings with the CEO.
- Ad hoc mentoring and support to the CEO on matters relating to strategy and governance.
- Ad hoc support to Executive Team on matters relating to strategy.
- Ad hoc conversations with Sub Committee Chairs and other Trustees as required.

The position of Chair is voluntary, but reasonable expenses will be reimbursed.



CHAIR ROLE DESCRIPTION

CHAIR RESPONSIBILITIES

The Chair of the Helen Bamber Foundation Group Board is responsible for leading the Board of Trustees, ensuring good governance, holding the Executive to account on delivering the strategy and acting as an ambassador for the charity.

1. CHARITY GOVERNANCE

- Lead the Trustee body in ensuring that it acts in the charity's best interests and fulfils its responsibilities for the governance of the charity.
- Ensure the charity is acting in accordance with its constitution and uses its resources responsibly and exclusively to further its charitable objects.
- Ensure the charity adheres to those procedures and practices governed by the Charities Commission.

2. BOARD EFFECTIVENESS

- Provide leadership and be a team builder to ensure the effectiveness and stability of the Board.
- Ensure Trustee effectiveness by encouraging active Trustee participation, leading Board skills auditing when required (to ensure the right balance of skills, knowledge and experience) and Trustee recruitment within established governance and good practise.
- Chair and facilitate meaningful debate at Board meetings to enable sound decision-making. Facilitate and guide conversations, encourage Trustees to share expertise and develop consensus.
- Foster and maintain constructive relationships with and between Trustees. Where appropriate bring challenges to surface and address and resolve any conflict within the Board.
- Collaborate with the Chief Executive (CEO) to ensure that Board meetings are well planned, that the agenda is meaningful and reflects the priorities of the charity and responsibilities of the Trustees.
- Meet as appropriate with the Treasurer and Chairs of any Board subcommittees.



CHAIR ROLE DESCRIPTION

3. STRATEGIC DIRECTION

- Lead and facilitate the Board to oversee and advise the CEO and management executive in their delivery of our strategy, so that HBF fulfils its purpose and objectives and achieves the maximum impact for its clients.
- Bring strategic and planning expertise to the process of shaping or refreshing HBF's strategy.
- Ensure the strategy is financially sustainable, and that risks are identified and effectively managed by the executive.
- Ensure that the charity's strategy is clearly established and kept under review, through maintaining effective communications with the Managing Executive.

4. CEO MENTOR & CRITICAL FRIEND TO MANAGING EXECUTIVE

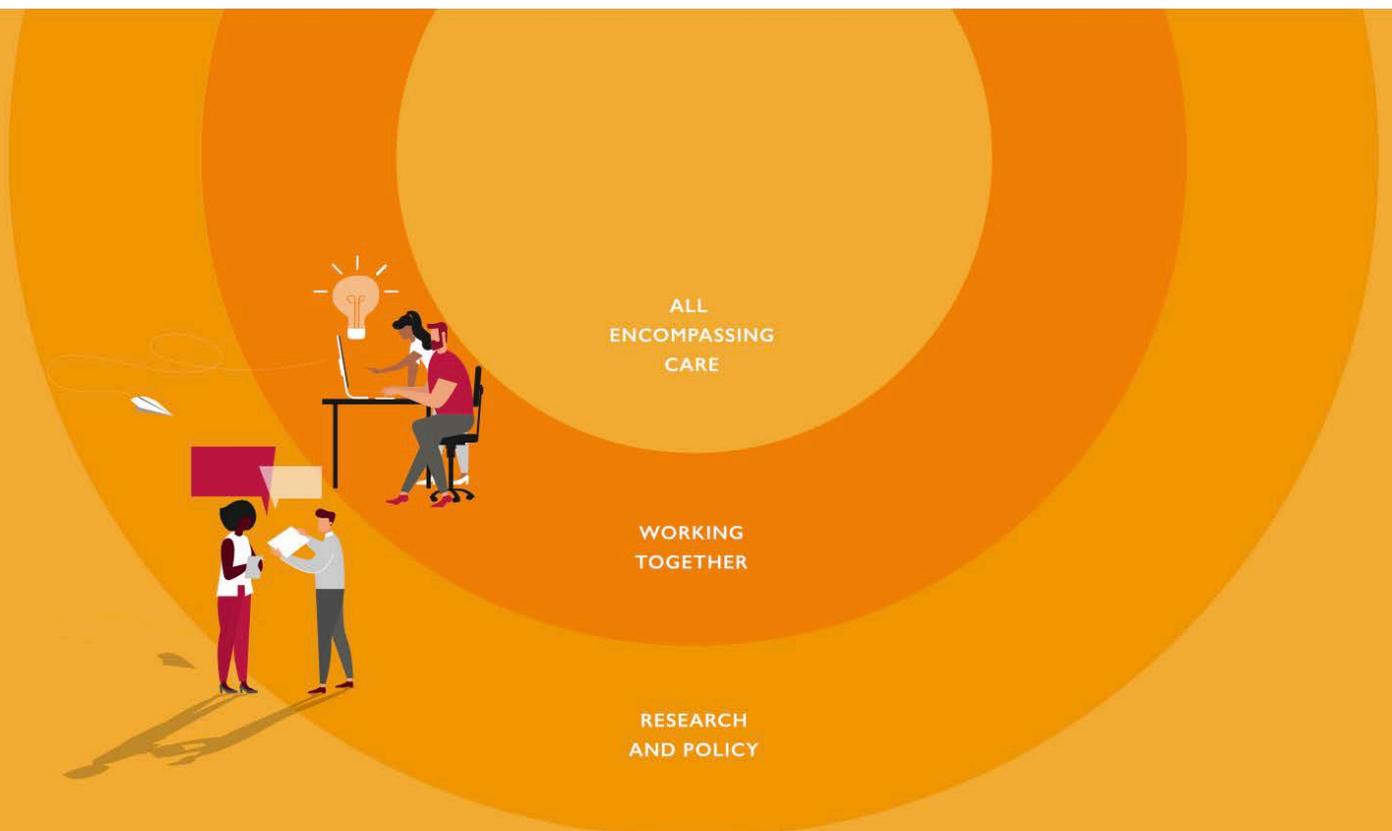
- Act as a support and sounding board for the CEO, advising on the strategic management of the charity to ensure that the agreed strategy is delivered.
- Build a strong working relationship with the CEO, to maintain an overview of the charity's affairs, to support as necessary on the management of sensitive, complex or contentious issues and, where appropriate, challenge the CEO.
- Work in partnership with the Managing Executive, being a critical friend to help them implement the charity's strategy and objectives. Establish a constructive and highly effective working relationship with the Managing Executive, while maintaining the boundary between operational decision making and the governance oversight of the Board.
- Conduct the annual appraisal for the CEO in line with HBF's appraisal process and in consultation with other Trustees. Ensure that any identified professional development needs are put in place.

5. EXTERNAL RELATIONS

- Act as an ambassador for the Helen Bamber Foundation Group through raising the profile of HBF through your networks.
- Make connections and influence with key external individuals and organisations in order to assist in the development of the charity through access to funds and resources or influence.

PERSON SPECIFICATION

- Considerable experience of leadership at a senior level in the corporate or charity sector.
- A strong personal commitment to the vision, activities and objectives of HBF.
- A good understanding of how to support the management of High Performing Teams.
- Strong strategic, communication and planning skills with the ability to shape the on-going work of the charity and ensure that its resources are deployed appropriately, with the ability to build a collective vision for the organisation.
- Excellent mentor and team builder with chairing skills that include the ability to draw out a range of views, synthesise and reach decisions on an acceptable way forward.
- A sound understanding of Charity Trusteeship responsibilities and the principles of good governance.
- Financially competent to ensure effective scrutiny of finance at Board level to ensure that the charity is financially sustainable.
- Outstanding inter-personal skills, capable of managing relations with a diverse range of stakeholders.
- A warm, collegiate and diplomatic style, with the ability to take tough decisions when required.



HBF AND ASYLUM AID BOARD MEETINGS

DATES TO BE CONFIRMED

Meeting	Thursday	Standing Agenda Items and Key Discussion highlighted in Red
Finance and Fundraising Cmte: 5pm – 7pm (TBD)	Sometimes there is a need for a January remote meeting	End of year and 2023 Budget forecasting
Spring		
Finance and Fundraising Cmte: 5pm – 7pm (TBD)	March	End of Year, Reforecast, Premises, Cash Flow and Audit Pay Review
Asylum Aid Board 4.30 – 6.30pm (TBD)	March	Annual Report review, Risk Register , Pay Review, Financial Review
HBF Board 2 – 5pm (TBD)	March	Annual Report review, Risk Register , Pay Review, Financial Review
Strategy Review (Full Day)	May	Review of Strategy and delivery
Summer		
Finance and Fundraising Cmte: 5pm -7pm (TBD)	June	2022 Budget Forecasting and 2023 Budget Setting
Asylum Aid Board 4.30-6.30pm (TBD)	June	Partnerships ; Communications
HBF Board 2-5pm (TBD)	July	Partnerships ; Communications
Autumn		
Finance and Fundraising Cmte: 5pm -7pm (TBD)	Sept	Next Year Budget finalisation
Asylum Aid Board	Sept	AGM; Policy & Research ; Budget
HBF Board	Oct	AGM; Policy & Research ; Budget
Winter		
Finance and Fundraising Cmte: 5pm -7pm (TBD)	November	End of year forecasting and Fundraising review
Asylum Aid Board	December	End of year Review, Safeguarding , Governance Review
HBF Board	December	End of year Review, Safeguarding , Governance Review

HOW TO APPLY

To apply for the role you can either upload your CV together with a supporting statement (of no more than 1000 words) onto the Prospectus website via the link, or you can apply by post to:

**Executive Search
Prospectus (Head Office)
20-22 Stukeley Street
Holborn, London
WC2B 5LR**

Please ensure that you have included a telephone number, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

If you wish to apply using an alternative format please contact Prospectus on 020 7691 1920, or email **executive.admin@prospect-us.co.uk**

Applications via the Prospectus website should be made at:
<https://jobs.prospect-us.co.uk/jobs/details/HQ00182043>

At Prospectus we believe passionately that a truly inclusive workplace leads to increased social impact. We are committed to supporting our clients build more inclusive teams. To understand how we are performing, we ask that you kindly complete the brief equal opportunities questionnaire when you submit your application via our website. Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the consultants never see individual responses to the questionnaire.

RECRUITMENT TIMETABLE

Deadline for applications: **Monday 31 October**

Interviews with Prospectus: **w/c 14 November**

Interviews with Helen Bamber Foundation: **w/c 28 November**

QUERIES

If you wish to have an informal discussion about the opportunity, please contact our retained advisors Jessica Stockford and Emily Hayman at Prospectus on 020 7691 1920, or email:
jessica.stockford@prospect-us.co.uk
emily.hayman@prospect-us.co.uk

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