



HELEN BAMBER FOUNDATION

**Expert by Experience Board Advisor
Recruitment Pack**



APRIL 2026

WELCOME

Thank you for your interest in becoming a Board Advisor at Helen Bamber Foundation.

This is an exciting time for the Helen Bamber Foundation as we continue to grow our impact and strengthen our services for survivors of torture, trafficking, and human cruelty and those seeking protection. Our work is more crucial than ever, as we advocate for vulnerable individuals within a challenging and evolving global landscape.

This year, we are looking to find two Expert by Experience Board Advisors to join our Board of Trustees.

As a Expert by Experience Board Advisor of Helen Bamber Foundation, you will join Board Meetings and ensure that lived experience voices are a core part of our governance processes at the highest level. You will be part of a small team alongside the trustees who are collectively responsible for developing and guiding the strategic direction of the organisation and steering the long-term stability of the charity.

I hope the information contained in this pack along with our website gives you all the information you need, but please contact Hannah Padfield, Director of People (seniorrecruitmentd@helenbamber.org) if you'd like to know more.

I look forward to receiving your application.

Warm regards,
Adam Epstein
Chair of Trustees, the Helen Bamber Foundation



ABOUT US

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

Mission:

- **Support:** Using our Model of Integrated Care and legal expertise, we protect survivors from persecution, re-trafficking, exploitation, and abuse.
- **Collaborate:** Working with individuals with lived experience and key partners, we tackle systemic challenges facing survivors, train practitioners, and promote best practices to support more people.
- **Advocate:** Drawing on our unique expertise, we drive policy and systemic changes to improve access to protection and uphold the human rights of survivors.

“I feel worth now when I am around other people. I don’t constantly worry what others may think of me and whether they are judging me... I feel like a human being. I feel like I’m catching up on life.”

A Helen Bamber Foundation client from Democratic Republic of the Congo

Our Values:

Principled: We are outraged at the injustices that survivors of torture, trafficking and human cruelty face in securing safety and in rebuilding their lives and we work respectfully to address them.

Determined: We are Human Rights Advocates committed to securing justice for all survivors and will not stop until we have done so.

Welcoming: We maintain a safe, warm environment for individuals, groups and professionals to connect, to recover and to contribute.

Collaborative: We work holistically with individuals, through our Model of Integrated Care, and in partnerships with other organisations, to ensure the greatest impact on all survivors of torture, human trafficking and human cruelty.

Innovative: We respond and evolve according to the needs of the individual, the community and to ensure necessary change across the sector in the UK, Europe and Globally.

Expert: We are a Centre of Excellence, providing experienced and professional support, advice and information in our work with individuals, partners and government.

OUR HISTORY AND PURPOSE

The **Helen Bamber Foundation**, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence – regardless of the perpetrator – require safety, legal protection, and medical and emotional support.

In 2020, the Helen Bamber Foundation joined forces with Asylum Aid (established in 1990) to form the Group. Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove

barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations. Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation.

Today, the Helen Bamber Foundation's unique Model of Integrated Care (MoIC) provides holistic support encompassing therapy, legal advocacy, medical treatment, and practical assistance, helping survivors rebuild their lives with safety, freedom, and dignity. Using our expertise, we drive best practice and systems change to deliver for all survivors.

OUR GROUP STRATEGY

In 2025/26, HBF Group are committed to:

- Increase the number of survivors to whom we provide direct support, and build capacity in the sector to provide quality legal advice and effective trauma treatment that works and prevents re-trafficking
- Partner with more organisations and charities to increase the support available to survivors in the UK and increase collaboration with grassroots and lived experience-led organisations
- Use evidence, expertise and legal challenges to secure policy changes and reduce the impact of harmful systems on the mental health of survivors

GOVERNANCE STRUCTURE

The Helen Bamber Foundation is governed by our own highly skilled and dedicated Board of Trustees (with some commonality of Trustees with the Asylum Aid Board), which provide strategic oversight. Our governance reflects our commitment to ensuring survivors' voices are heard through the inclusion of two Trustees with lived experience on the Helen Bamber Foundation Board.

The Board is informed by a Terms of Reference which provides details on Trustee responsibilities and a Code of Conduct that guides our behaviours.

The charities operate with robust committee structures:

- Finance and Fundraising Committee, serving both Boards, meeting quarterly
- People & Governance Committee, serving both Boards, meeting quarterly
- Clinical Governance, Client Services & Safeguarding Committee, serving the Helen Bamber Foundation, meeting biannually

Alison Pickup took up the role of Group CEO in August 2025. Alison acts as CEO of both charities and provides unified leadership across them, supported by an expert Management Group of senior directors leading key functions, including Legal, Therapy, Fundraising, and Policy & Research.

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.

EQUITY, DIVERSITY AND INCLUSION

HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.

We recognise and value the role diversity plays in good governance and genuinely welcome and encourage applications from a range of backgrounds, especially people of colour, people with disabilities, people from low socio-economic backgrounds, refugees, stateless people and others with lived experience of forced migration or trauma.



ABOUT THE ROLE

OVERVIEW

We are looking for two Experts by Experience Board Advisors to join the Helen Bamber Foundation Board of Trustees, who have lived experience of seeking asylum, being granted refugee status or another form of protection in the UK and lived experience of extreme human rights abuses.

The Board of Trustees is made up of individuals who have overall control and legal responsibility for the charity's management and administration. All the Trustees share responsibility for the charity and must work according to the Articles of Association – a governing document which sets out the charity's rules and responsibilities. This means that you will contribute, advise and make recommendations to Board on the work and strategy of the charity, but as you will not be a trustee you are not responsible for the final decisions.

The Helen Bamber Foundation Board of Trustees is led by the Chair, Adam Epstein. During your time as an Expert by Experience Board Advisor, you will be supported by the Chair and other members of the Board (including two Trustees with lived experience) to ensure that you are confident and comfortable in your contributions.

Whilst we really encourage applications from people who in past have received support from the Helen Bamber Foundation, to avoid any conflict of interest we are not able to accept applications from individuals who are still clients of Helen Bamber Foundation, or have received regular support from the Helen Bamber Foundation within the last two years. We also welcome applications from those who have never been a client of the Helen Bamber Foundation, but have similar lived experience of seeking asylum, being granted refugee status or another form of protection in the UK and lived experience of extreme human rights abuses.

REPORTS TO

You will report to the Chair of Trustees of Helen Bamber Foundation, Adam Epstein.

PAYMENT FOR YOUR TIME

£14.80 per hour (in line with the London Living Wage) which is updated annually (typically from 1st January of every year).

In addition, we are able to meet your reasonable expenses e.g. travel or childcare costs, to attend board meetings and other relevant meetings where necessary.

LOCATION

The Board of Trustees meetings are held in Old Street, London although there is flexibility to allow for some remote attendance.

KEY RESPONSIBILITIES

- Attending quarterly Board meetings (four per year), either remotely or in person at the Helen Bamber Foundation. These dates are fixed in advance and take place on Thursday afternoons between 2pm to 5.30pm. There is a lunch available from 1pm.
- Attending an annual discussion on organisational strategy.
- Attending one hour preparation meetings a two days before the Board and a 30 minute debrief meeting two days after.
- Contributing to discussions at the Board to help the Trustees determine what should be the strategic choices the organisation makes going forward in order to deliver its mission.
- Drawing on your own knowledge, experience and skills as an expert by experience to help the Board explore and understand the potential impact or benefit of proposals for our clients/client group.
- Helping the Board of Trustees to provide constructive feedback to proposals put forward by the Helen Bamber Foundation management team.
- Providing support to any Board projects or committees where your guidance or insight would be useful, including reviewing documents and providing written feedback where specifically requested.
- Providing ad hoc support to other areas of the organisation, acting as an ambassador for the organisation i.e. fundraising events.

PERSON SPECIFICATION

- Commitment to the Helen Bamber's Foundation vision, purpose and values and able to act in a manner consistent with these
- Able to work constructively as part of a small team
- Able to think strategically and have sound independent judgement
- Clear, independent judgement, and a willingness to speak your mind
- Open minded with a strong commitment to equality, diversity and inclusion and committed to shifting power to people with lived experience and upholding anti-racist practice at all levels
- An ability to work effectively as a member of a team
- Lived experience of seeking seeker, being granted refugee status or another form of protection in the UK and lived experience of extreme human rights abuses.
- Basic computer skills i.e. has the ability to use email communication, basic Microsoft Office programmes such as Word, ability to use videoconferencing software such as Zoom/Microsoft Teams
- A good level of English (spoken and written) and who has permission to work in the UK.

TERM LENGTH

We ask that you commit to the role for a minimum of two years and a maximum of three years.

TIME COMMITMENT

The Board of Trustee holds five meetings a year – four Board Meetings and one annual Strategy Discussion Day. We estimate that the total work involved equates to two full day's work for every meeting. Therefore, we would be asking you to provide at least 10 days of your time per year.

Further details can be found below:

- The Board Meetings typically take place from 2- 5pm at our Old Street Office (we can make provisions for you to attend online as necessary). Dates are agreed in advance and at present are held on a Thursday afternoon.
- You would need to read through documents and updates, and other relevant information in advance of the meeting.
- We will also ask you to join a meeting two days before the Board meeting in order to discuss your thoughts with our CEO, a member of the Board and with your colleague Expert by Experience Board Advisor in order that you feel fully prepared and supported. The reading in advance would not need to happen on the same day. You will also be invited to a meeting two days after the Board meeting, to share any additional concerns or thoughts you had relating to your role.

Therefore, we would be asking you to provide at least 10 days of your time per year.

SUPPORT WE WILL PROVIDE YOU

We are committed to supporting you and offering you a warm welcome. We would spend time with you to understand your skills and aspirations and would be very happy to talk about any support that would be helpful for you. We will also provide:

- A full induction and targeted training as required.
- Mentoring provided by members of the existing board of Trustees.
- Regular meetings (every 6 months with our Survivor Engagement and Activism (SE&A) Coordinator)
- We can also provide you with a laptop, if required, for the duration of this role.

We recognise that lived experience roles carry inherent emotional weight. As an Expert by Experience Board Advisor you may encounter discussions about issues that closely mirror their own experiences. Regular, protected time with the Survivor & Engagement Coordinator will provide a trusted space to decompress, raise concerns, and access tailored support — before difficulties escalate. They will not be part of the Board meetings but will offer support in your personal learning and development during your time as a Board Advisor. You also are welcome to contact them outside of those 6 monthly meetings, should you need.

WHAT YOU WILL GET OUT OF THE ROLE

- Training and support will be provided to you to help you in undertaking this important role.
- Professional development, and an opportunity to learn about the workings of Charity Boards, and contribute to important organisational decisions
- An opportunity to meet, consult with and learn from the other professionals on the committee, and the clients and staff at Helen Bamber Foundation
- Experience of working within a multi-disciplinary team in a human rights charity

WHAT DIFFERENCE YOU WILL MAKE

By joining us you will be helping to make our work grounded in lived experience.

The Helen Bamber Foundation works with survivors of extreme human cruelty giving them the strength to move on with their lives, we also provide best practice training and drive policy change to improve access to necessary support for all. By joining us and having your voice in the Board, you will help us deliver more inclusive governance and ultimately help us to deliver our mission which is to ensure that all survivors of trafficking and torture have safety, freedom and power.

HOW TO APPLY

We know it can be daunting to join a board, particularly if you haven't done it before, so we want to make it as easy as possible for you to join us and participate fully in our discussions as a paid Expert by Experience Board Advisor. Both the Chair and the CEO are committed to enable this.

If you would like to apply for the role of Expert by Experience Board Advisor for Helen Bamber Foundation, please could you write a short letter, presentation, video or audio message addressing the following two questions:

1. What is the main thing that interests you about applying for this role?
2. How do you meet the criteria outlined in the 'Who are we looking for' section?

The questions can be responded to in one of four different ways:

1. Written A4 (No more than 2 sides of A4)
2. PowerPoint (No more than 3 slides)
3. Audio recording (No more than 5 mins)
4. Video Recording (No more than 5 mins)

If you would like to send a CV as well, please do so but it is not necessary for the application.

Please email us your letter and any other information you would like to include to Hannah Padfield, Director of People at seniorrecruitment@helenbamber.org by 10am on **Monday 6th July**.

We would also be happy to provide feedback if you are not shortlisted for an interview. Please contact seniorrecruitment@helenbamber.org if you would like this feedback once you have been notified of the outcome of your application.

If you would like to get more information about the role - or talk to the Chair of Trustees at Helen Bamber Foundation, Adam Epstein, before you express an interest in one of our Expert by Experience Board Advisor positions please contact Hannah Padfield, Director of People at seniorrecruitment@helenbamber.org.

TIMELINE

Closing date: **10am on Monday 6th July**

Preliminary interviews (online): **week commencing 13th July**

Final panel interviews (in person): **week commencing 20th July**

ADJUSTMENTS

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. If you would like to discuss any specific requirements, please get in touch with us at seniorrecruitment@helenbamber.org.

ELIGIBILITY CHECKS

Since our work involves the engagement and participation of individuals with lived experience, candidates will be required to undergo an enhanced DBS check if offered the role. We will also ask you for the details of two referees (if you do not have work-based references, we are happy to accept character references or references from any time spent volunteering).

EXPERTS BY EXPERIENCE SUPPORT

We are also proud to be a member of the Experts by Experience Employment Network (www.ebeemployment.org.uk), which aims to increase representation of people with lived experience in the refugee and migrant sector.

As an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can seek independent and confidential support with your job application.

The Experts by Experience Employment Network can help you in preparing your job application by providing one-on-one mentoring support to review your CV, cover letter or provide interview preparation.. To one-one-one request mentoring support, please click [here](#).

“There are times when you despair in our ability to make any sort of difference. But I say to people that we are all part of a mosaic. We can all be influential in our own fields and ways.”

Helen Bamber, OBE (1925 - 2014)