



HELEN BAMBER FOUNDATION GROUP

Helen Bamber Foundation
& Asylum Aid

Trustee and Chair of Finance and Fundraising Committee
Job Pack



JUNE 2026

WELCOME

Thank you for your interest in becoming a Trustee of both the Helen Bamber Foundation Board and of the Asylum Aid Board.

This is an exciting time for the Helen Bamber Foundation Group (which comprises Helen Bamber Foundation and Asylum Aid) 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 recruit a Trustee and Chair of the Finance and Fundraising Committee to replace the current position holder who is retiring from the role. This role is a key member of both Boards of Trustees, providing oversight of both charities' financial health and helping ensure strong financial governance of the Group. Working closely with the CEO of Helen Bamber Foundation Group, the Executive Director of Asylum Aid, the Director of Finance and Governance and both Boards, this trustee will support strategic decision-making by ensuring that trustees have clear and accurate financial information and that the Group operates with robust financial controls. The role plays an important role in helping the Boards balance ambition and growth with responsible financial stewardship.

As a Trustee you will be part of a small team of volunteers who are collectively responsible for developing and guiding the strategic direction of the Group and steering the long-term stability. You'll also chair the Finance and Fundraising Sub-Committee, which serves both Helen Bamber Foundation and Asylum Aid.

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 (hannah.padfield@helenbamber.org) if you'd like to know more.

We look forward to receiving your application.

Warm regards,

Adam Epstein
Chair of Trustees
The Helen Bamber Foundation

Elizabeth Mottershaw
Chair of Trustees
Asylum Aid



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.

ABOUT US



Vision: All those who come to the UK in need of protection obtain it and are treated fairly and with dignity.

Mission:

- Provide expert trauma-informed legal representation in complex cases.
- Share best practice and increase capacity through training, supervision and sharing resources.
- Maintain financial sustainability to grow and maintain our work.
- Ensure staff wellbeing and professional development.
- Secure rights to housing and welfare for our clients to live a dignified life.
- Influence change through policy advocacy.

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.

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.

In 2020, **Asylum Aid** (established in 1990) joined forces with the Helen Bamber Foundation 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.

“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)

“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 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

FINANCES

In 2024, our total Group income was £5,771,255 while expenditure was £4,823,253 resulting in a surplus of £948,002. Our Total Unrestricted funds were £2,681,069.. The Group currently employs over 80 staff.

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.

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), who provide strategic oversight. Our governance reflects our commitment to ensuring survivors' voices are heard through the inclusion of Board Advisors with lived experience on the Helen Bamber Foundation and Asylum Aid Boards.

The charities operate with robust committee structures:

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

Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation, functioning as an independent charity with its own Board and Executive Director. 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, People, Finance, and Policy & Research.

EQUITY, DIVERSITY AND INCLUSION

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.

JOB DESCRIPTION

KEY RESPONSIBILITIES

As a trustee, share overall responsibility for the charity but provide particular focus on financial and fundraising issues.

Strategic direction and oversight

- To set the Helen Bamber Foundation's and Asylum Aid's overall strategic direction.
- To help define goals and evaluate performance for each charity.
- To be responsible for the governance of each charity, ensuring that each charity acts in accordance with its governing documents and applicable legislation.
- To support and advise the Executive on the vision, direction and management of each charity.

Decision making

- To exercise control over the financial affairs of each charity and protect its assets, ensuring that each charity is financially sustainable.
- To make decisions at all times in the best interests of the Group.
- To attend and contribute to Board Meetings and any relevant Committee meetings.

Responsibilities

- To ensure that each charity uses its resources exclusively to further its charitable objects.
- To advocate on behalf of survivors and asylum seekers and refugees.
- To raise the profile of each charity and act as an ambassador for the Group.
- Provide ad hoc support to the CEO and Executive Team.

Principal responsibilities of the finance Trustee and Chair of the Finance and Fundraising Committee:

- Review and have oversight of the financial model that underpins the strategy for each of the two charities.
- To review and recommend the annual financial plan and budget for each of the two charities for the approval of the Board of Trustees.
- To ensure that the Board of Trustees receives accurate annual Report and Accounts.

- To review monthly Management Accounts for each of the two charities, and reforecasts, against budget and report on such to the Board of Trustees at quarterly Board meetings.
- To review each of the charity's financial policies and procedures.
- To review and have oversight of the development and implementation of the each of the two charities' fundraising and supporter engagement strategy and plan.
- To receive regular reports on progress towards the fundraising target at committee meetings and as and when required.
- To ensure that there are in place for the two charities appropriate safeguards, policies and procedures regarding financial risks including investments and fundraising.
- Manage relationship with external auditors.
- To act as Chair of the Finance and Fundraising Committee.
- To provide guidance and support to the Director of Finance and Governance and the Group Director of Fundraising.

TRUSTEE PERSON SPECIFICATION

- Committed to the Helen Bamber Foundation's and Asylum Aid's 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.
- 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.

ADDITIONAL FINANCE TRUSTEE PERSON SPECIFICATION

- Financial expertise gained whilst working as a finance director and/or a qualified senior financial expert (ACA or equivalent).
- A proven record of significant achievement as finance director in the private, public or voluntary sector, or as a partner of a large audit/accountancy firm.
- Experience in treasury, risk and reserves management, audit and other corporate governance responsibilities.
- Experience of operating within a Board in a charitable, public sector or commercial organisation (desirable).

We value and recognise the powerful insight that lived experience will bring to our Board of Trustees. However, we respect that people's identity is not defined by their lived experience and we do not expect people to describe their lived experience at any stage during this recruitment process or if appointed as trustee of Helen Bamber Foundation and Asylum Aid.

Trustees have ultimate responsibility for directing the affairs of their charity, ensuring it complies with the law, is solvent and well-run and is delivering the outcomes for which it

was set up and which have been agreed with funders. For more detailed information see the Charity Commission's website below and in particular the publication 'The Essential Trustee' (CC3). A small number of people are barred from serving as charity trustees and applicants will be asked to confirm their eligibility. Information on this can be found on the Charity Commission website [here](#).

TERM LENGTH

Trustees are appointed for an initial term of three years. This may be renewed for a further three years by mutual agreement and subject to re-election by the Board. A Trustee may serve a maximum of three terms (nine years in total).

TIME COMMITMENT

You will be expected to attend quarterly Board meetings of both Helen Bamber Foundation and Asylum Aid. The Helen Bamber Foundation Board typically take place from 2- 5.30pm on a Thursday at our Old Street Office. The Asylum Aid Board typically take place from 2.30- 5pm on a Thursday day at our Old Street Office. We can make provisions for Trustees to attend online as necessary. Each trustee brings unique knowledge, skills and experience which enhances the effectiveness of the overall Board. As trustees have a legal responsibility for the organisation, we expect them to attend all four meetings annually unless there are exceptional circumstances.

The trustee will act as Chair of the Finance and Fundraising Committee, which meets online between quarterly. Meetings normally last up to 2 hours.

There will also be one annual Strategy Day for Trustees and occasionally short, ad-hoc online meetings to discuss specific matters.

There will be some preparation needed before meetings so you are able to share your views and actively participate in discussions. Papers are usually circulated around a week before meetings.

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 existing board of Trustees as required

We are able to meet trustees' reasonable out-of-pocket expenses in line with our expenses policy e.g. travel or carers costs to attend Helen Bamber Foundation and Asylum Aid board meetings and the Finance and Fundraising Committee meetings where necessary.

HOW TO APPLY

If you would like to apply for the role of trustee and Chair of the Finance and Fundraising Committee, please submit your CV and a short statement.

Your statement should then address the following three questions:

1. What is the main thing that interests you about applying for the role of trustee and Chair of the Finance and Fundraising Committee?
2. What is the particular skill (or skills) you have that you feel would be beneficial to this role? Please relate your answers to (1) and (2) to the information in this pack about Helen Bamber Foundation and Asylum Aid and the skills we are looking for.
3. Do you have any previous experience of working with a charity board in particular or supporting a charity in general? If you do, please let us know what this was.

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)

Please apply via either the Helen Bamber Foundation or Asylum Aid website along with your CV and statement by **10am on Thursday 9th July**

If you would like to get more information about the role - or talk to the Chair of Trustees at Helen Bamber Foundation, Adam Epstein or Chair of Trustees at Asylum Aid, Elizabeth Mottershaw - before you express an interest in one of our trustee positions please contact Hannah Padfield, Director of People at jobs@helenbamber.org.

TIMELINE

Closing date: 10am on **Thursday 9th July**

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

Final panel interviews (in person): week commencing **w/c 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 charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your application.

“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)

Helen Bamber Foundation
Charity Number: 1149652
helenbamber.org

Asylum Aid
Charity Number: 328729
asylumaid.org.uk