

## **NNRF Recruitment: Chair of Trustees (revised January 2024)**

### **Introduction**

NNRF is seeking a new Chair to work in partnership with our members and trustee board to lead the organisation into its next phase of development. We are seeking someone with excellent leadership skills and governance experience, who is passionate about the needs of refugees and asylum seekers.

Established in 2000, we are an independent registered charity set up to work with and for refugees and asylum seekers in Nottingham and Nottinghamshire. **Our Vision** is a society where asylum seekers and refugees are welcomed, receive fair and compassionate treatment and the support to rebuild their lives. For details of how we work to improve the lives of our beneficiaries, please see our website: <https://www.nottsrefugeeforum.org.uk>

Our constitution was updated in December 2022 and can be viewed here: <https://www.nottsrefugeeforum.org.uk/wp-content/uploads/2023/05/NNRF-Articles-Dec-2022.pdf>

NNRF currently employs 50 staff members and has a Trustee Board of 12 who ensure the charity runs according to its constitution and statutory obligations. Board meetings are held in person, bi-monthly. Most trustees also sit on one or more sub-committees reporting to the Board.

### **Key Duties and Responsibilities of the Chair of NNRF**

The Chair along with the other board members has the primary function of holding the management team to account, ensuring they work effectively to promote the charity's objectives.

To this end you will provide inclusive leadership, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Director and ensure that the Board functions as a unit and works closely with the entire workforce, including volunteers, to achieve agreed objectives. You will act as an ambassador and the public face of the charity in partnership with the Director.

Six Board meetings are held per year. The Chair is supported by an active Board and is expected to have regular meetings with the vice chair, the treasurer, and the director. The chair may be called upon to represent the Charity at occasional events with key stakeholders. The Chair sits on the finance and human resource committees which meet monthly, and is supported by the treasurer, vice-chair and secretary to the Board.

### **Process of selection**

All trustees are elected by our membership at the annual general meeting in November. The current board will nominate candidates for election following an

interview with the Chair and Vice-chair. The nomination would require the prospective Chair to attend board meetings as a co-opted member prior to the AGM. If elected as a board member, the new Chair will be mentored by the current Chair in the first few six months of the role. The Board will review the Chair's appointment after six months.

## **Principal Responsibilities**

### **Strategic leadership**

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries.
- Ensure that the Board regularly reviews major risks and associated opportunities to satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Understand priorities and develop the organisational strategy in partnership with the Board and senior management team.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.

## **Governance**

- Ensure that the governance arrangements are working in the most effective way for the Charity.
- Ensure that trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Facilitate change and address any potential conflict with internal or external stakeholders.
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population and has good representation from those with lived asylum /refugee experience.
- Work within any agreed policies adopted by the charity.
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- Monitor that decisions taken at meetings are implemented.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role. Many of these roles will be undertaken alongside other trustees.

### **Qualities, Knowledge and Skills of a Chair**

#### Essential

- A strong and visible passion and commitment to NNRF and its cause.
- Governance experience.
- Experience of effective chairing of strategic meetings.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Experience managing, supervising and supporting senior staff
- Broad knowledge of the challenges facing asylum-seekers and refugees.
- Willingness to commit time and effort to conduct the role effectively.
- Financial management knowledge and a broad understanding of charity finance and regulatory principles.
- Commitment to inclusivity and knowledge of equality, diversity, and inclusion principles.
- Successful track record of achievement through their career.
- Strong organisational skills (such as time-management, record-keeping)

#### Desirable

- Networking capabilities that can be utilised for the benefit of the charity.
- Experience of charity governance
- Local connection
- Prior connection to NNRF, for example as a volunteer or member.
- Experience of external representation, e.g. delivering presentations and managing stakeholders.
- Lived experience of the asylum process

#### Terms

The charity's Chair (and board members) will serve a three-year term to be eligible for re- appointment for one additional term.

The role of Chair is not accompanied by any financial remuneration, although expenses for some travel may be claimed.

It is expected that the Chair will attend board and committee meetings in person.

For an informal conversation about the role please contact the current vice-chair Helen O'Nions: [vice-chair@nottsrefugeeforum.org.uk](mailto:vice-chair@nottsrefugeeforum.org.uk)

NNRF is fully committed to ensuring a diverse and inclusive workforce. We particularly welcome applicants with lived experience of the asylum process.