



Chair of Trustees Asylum Aid & Trustee Helen Bamber Foundation

Thank you for your interest in the position of Chair of Asylum Aid Board of Trustees, a position for which you would also sit on the Board of Trustees at the Helen Bamber Foundation (“HBF” or the “Foundation”) in order to ensure strong communication and alignment.

BACKGROUND

Asylum Aid have over 3 decades worth of experience in representing survivors of torture, trafficking, and other forms of extreme human cruelty in their claims for international protection (with a success rate of 95%). It is also clear that by working closely together in a group structure HBF and Asylum Aid are better able to increase the support that survivors receive.

We are looking to find a new inspirational Chair of Trustees to dedicate the time, knowledge and vision on a voluntary basis to help support Asylum Aid sustainably grow to meet the increasing need for legal representation amongst Survivors across the UK. We are particularly interested to hear from people who might have knowledge and expertise of how Legal Aid works and/or Immigration/Asylum Law.

We are a driven team who are all committed to build on Asylum Aid’s legacy and see it flourish. Asylum Aid has a special place in the refugee sector – in the services it offers, the culture it promotes and the people it supports. The successful transition to the Helen Bamber Foundation group is a 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’ stories and will want to join us to help make a positive impact.

At Asylum Aid we know that good quality legal representation is life-saving for the people we help and that by working together we can help more people. In our work of representing vulnerable people we focus particularly on helping children, survivors of trafficking, torture and gender-based violence, and stateless people. We take on the complex cases that others do not to ensure that everyone has access to protection.

We take the time needed to understand the complexity of each person's legal case. This is to ensure that clients are given the professional help they need to obtain protection. We know that, without proper legal representation, people seeking asylum can remain in a state of limbo for years, thereby adding to the pain and trauma already endured.

The organisation also works with others to change policy and practice so as to ensure the safety and recovery of those who have suffered some of the worst forms of inhumanity.

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. 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 through advocating for policy change, research, and dissemination of best practice.

In 2020 we rescued the charity Asylum Aid from liquidation - bringing it under the umbrella of the Helen Bamber Foundation. Currently three out of five members of the Asylum Aid Board also sit on the Helen Bamber Foundation Board and the CEO of Asylum Aid is also the CEO of HBF.

How we are governed

In 2020 the Helen Bamber Foundation reached out to Asylum Aid to provide support and begin the development of a Group structure to enhance the work of both charities. The Helen Bamber Foundation has oversight of the strategy and finances of Asylum Aid, however we are taking an incubation approach. One which requires an effective and independent Board which supports the vision of sustainably increasing Asylum Aid's impact through its work with survivors and as a leading expert in legal protection. Asylum Aid employs the full-time equivalent of almost 8 members of staff. The day-to-day management of the charity is by a Directors Group which oversees both the Helen Bamber Foundation and Asylum Aid and made up of the Chief Executive, and two Directors (Finance and Operations & Fundraising and Communications). Kerry Smith took up the role of CEO of the Helen Bamber Foundation in May 2018 and Asylum Aid in August 2020. A Director of Asylum Aid will be joining this group on the 1st November 2021. A Finance and

Fundraising Committee comprising of Trustees and Directors of both Asylum Aid and the Helen Bamber Foundation meets at least quarterly.

Asylum Aid is governed by a Board of Trustees, led by the Chair, which provides legal strategic oversight and governance. The Board currently comprises 5 Trustees.

HBF and Asylum Aid are equal opportunities and Living Wage employers. We are committed to attracting and recruiting diverse candidates as it's important that our trustees, staff, ambassadors and volunteers reflect the communities we serve at every level within the organisation. 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 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 both www.asylumaid.org.uk and www.helenbamber.org

Role Profile

The main duties of the role of Chair of Asylum Aid's Board of Trustees is to lead the board, liaise with the Helen Bamber Foundation Board and support the CEO to ensure good governance and help plan and fulfil the strategic aims of the charity as well as:

- Using your skills to the benefit of Asylum Aid and the Helen Bamber Foundation Group
- Supporting and advising the Executive on the vision, direction and management of the charity •
- Being responsible for the governance of the charity, ensuring that Asylum Aid acts in accordance with its governing documents and applicable legislation
- Ensuring that Asylum Aid uses its resources exclusively to further its charitable objects
- Exercising control over the financial affairs of Asylum Aid and protect its assets, ensuring that the charity is financially sustainable
- Carrying out your duties and make decisions at all times in the best interests of Asylum Aid
- Attending and contributing to Board Meetings
- Advocating on behalf of Survivors and Refugees
- Acting as an ambassador for Asylum Aid and the Helen Bamber Foundation Group

Skills required for the role of Chair:

Desirable experience and skills

- Previously held executive or non-executive board position in a charitable or commercial entity
- Previous experience of chairing a board or senior management team
- Knowledge of UK charity governance requirements
- Immigration and legal sector knowledge and experience

Beneficial experience and skills

- Experience in a charity leadership role
- Experience of building and leading teams with diverse skills
- Knowledge of UK charity governance requirements
- Financially competent to ensure effective scrutiny at board level

Time Commitment

Envisaged as follows

- Quarterly Board Meetings – for both charities (to date: A Wednesday afternoon 5.30-7.30pm for Asylum Aid and A Thursday afternoon 2pm – 5:30pm for the Helen Bamber Foundation)
- Ad hoc support of the CEO and Executive Team on matters relating to Strategy and Legal Aid delivery.

How to Apply

To apply for this role, please submit the following:

- An up to date, detailed **CV**.
- A **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 and Asylum Aid'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 you will be asked to provide details of **two referees** who we may contact at shortlist stage.

The closing date for applications is **26th November 2021**.

Submit to this email: laila.amarneh@helenbamber.org

If you would like to speak to one or more of the Chair of HBF, Charlotte Seymour-Smith, the interim Chair of Asylum Aid, Sir Nicolas Bratza, or the Chief Executive of Asylum Aid, Kerry Smith, then please contact Kerry at Kerry.Smith@helenbamber.org

Recruitment Timetable

Closing Date for Applications	26 th November 2021
Interviews with candidates by Appointments Panel	W/c 6 th December 2021
Shortlist agreed by Appointment Panel and candidates notified	Shortlist or nominee(s) decided upon by 13 th December 2021
Final interview with team	W/c 13 th December 2021