



ASYLUM AID

**Expert by Experience Board Advisor  
Recruitment Pack**



PART OF THE HELEN BAMBER GROUP

June 2026

# WELCOME

Thank you for your interest in becoming an Expert by Experience Board Advisor at Asylum Aid.

This is an exciting time for Asylum Aid as we kickstart a new organisational strategy. We commit to drive quality legal support for all survivors, champion collaboration to increase impact and challenge harmful systems. 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 an Expert by Experience Board Advisor of Asylum Aid you will join Board Meetings and ensure that lived experience voices are a core part of our governance processes at the highest. 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 ([seniorrecruitment@helenbamber.org](mailto:seniorrecruitment@helenbamber.org)) if you'd like to know more.

I look forward to receiving your application.

Warm regards,  
Elizabeth Mottershaw  
Chair of Trustees, Asylum Aid

# ABOUT US

## Our Vision:

All those who come to the UK in need of protection from persecution and other forms of human cruelty obtain it and are treated fairly and with dignity.

## Our Mission:



## Our Values:

**Pursuing Excellence:** We strive to be the best we can be in our work. We continuously learn from our clients and share it with others. Our advocacy is rooted in evidence and expertise.

**Courageous:** We advocate bravely for human rights and are not afraid to speak out against injustice. We are courageous in the advice we give, and we persevere in seeking lasting solutions, undaunted by the barriers we encounter and inspired by the bravery of our clients.

**Collaborative:** We proactively seek opportunities for partnerships, for sharing knowledge, and for joint work. We work collaboratively as a team. We listen to our clients, and, through our advice, we enable them to get the best outcomes.

**Acting with Integrity:** We are honest, open, respectful and professional in all our dealings with our clients, partners, the Home Office, other government departments, courts, and each other. We fight fearlessly without compromising our ethical duties. We are accountable to these values, and we bring our whole selves to our work.

**Promoting Equity:** We believe that all those seeking protection should have equitable access to a fair system and must be treated equally. We are committed to promoting equity, diversity and inclusion within our organisation and in our dealings with our clients, volunteers and partners.

## OUR HISTORY AND PURPOSE

Asylum Aid is a leading provider of high-quality legal representation to people with complex cases who are seeking asylum in the UK. For more than 30 years, we have worked with survivors of trafficking and torture, stateless people, unaccompanied children, and other vulnerable people seeking asylum, to help them gain legal protection in the UK.

We believe everyone deserves access to protection; we take on the complex cases that others do not; and we provide the necessary support and expertise that such cases require when Legal Aid falls short.

Since 2020, Asylum Aid has been part of the Helen Bamber Foundation Group. In 2023, we were joined by Migrant Law Project (MLP), a legal representation and public education project promoting the fair treatment and access to justice for migrants, refugees and asylum seekers in the UK. Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation, functioning as an independent charity.

**“Thank you from the bottom of my heart for changing my life. It is the beginning of a new chapter where I can finally feel safe and hopeful for the future. Your dedication will always be a light in my life, and I will be eternally grateful to all of you.”**

**Asylum Aid client**

## **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

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

Alison Pickup took up the role of Group CEO in August 2025. Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation, functioning as an independent charity. Alison acts as CEO of both charities and provides unified leadership across them.

## EQUITY, DIVERSITY AND INCLUSION

Asylum Aid 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 Asylum Aid's Board of Trustees, who have lived experience of being an asylum seeker, refugee or of statelessness.**

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 the Board on the work and strategy of Asylum Aid, but as you will not be a trustee you are not responsible for the final decisions.

The Asylum Aid Board of Trustees is led by the Chair, Elizabeth Mottershaw. During your time as a Board Advisor, you will be supported by the Chair and other members of the Board (including one Trustee 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 Asylum Aid, to avoid any conflict of interest we are not able to accept applications from individuals who are still clients of Asylum Aid or have received regular support from Asylum Aid within the last two years. Those who have never been a client of Asylum Aid, but have similar lived experience of being an asylum seeker, refugee or of statelessness are also very much encouraged to apply.**

## REPORTS TO

You will report to the Chair of Trustees of Asylum Aid, Elizabeth Mottershaw.

## PAYMENT FOR YOUR TIME

£14.80 per hour (in line with the London Living Wage)

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 Asylum Aid. These dates are fixed in advance and take place on Thursday afternoons between 2pm to 5.30pm.
- Attending an annual discussion on organisational strategy.
- Attending one hour preparation meetings 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 Asylum Aid 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 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
- 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 being an asylum seeker, refugee or of statelessness
- 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 Trustees hold 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 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**

- If required, we can also provide you with a laptop for the duration of this role.

## 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 Board, and the clients and staff at Asylum Aid
- 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.**

Asylum Aid is a leading provider of high-quality legal representation to people with complex cases who are seeking asylum in the UK. 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 more people in need of protection in the UK obtain it and are treated fairly and with dignity.

## 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 Asylum Aid, 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](mailto:seniorrecruitment@helenbamber.org) by 10am on **Monday 6<sup>th</sup> July**.

We would also be happy to provide feedback if you are not shortlisted for an interview. Please contact [seniorrecruitment@helenbamber.org](mailto: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 Asylum Aid, Elizabeth Mottershaw - 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](mailto:seniorrecruitment@helenbamber.org).

## TIMELINE

Closing date: **10am on Monday 6<sup>th</sup> July**

Preliminary interviews (online): **week commencing 13<sup>th</sup> July**

Final panel interviews (in person): **week commencing 20<sup>th</sup> 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](mailto:seniorrecruitment@helenbamber.org).

## ELIGIBILITY CHECKS

Since our work involves the engagement and participation of individuals with lived experience, candidates will be required to undergo a 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](http://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](#).