

## Role Description – Trustee

**Organisational Context:** NACCOM is committed to bringing an end to destitution amongst asylum seekers, refugees and migrants with no recourse to public funds living in the UK. NACCOM exists to promote best practice in and support the establishment of accommodation projects that reduce destitution amongst asylum seekers. In addition, they may also support migrants with no recourse to public funds (NRPF) and / or refugees facing barriers to accessing affordable housing.

It does this by:

- *providing networking opportunities to encourage, empower and connect members*
- *sharing knowledge and promoting best practice to provide pathways out of destitution*
- *working with others (including those with lived experience) to raise awareness of destitution and campaign for a just and humane asylum system*
- *gathering and disseminating data on the scale of destitution and positive outcomes achieved by members*

**Job purpose:** Trustees provide collective strategic leadership, governance, oversight and support to the staff to fulfil NACCOM's vision and strategy described above. The Board consists of 6 – 10 trustees, the National Director and when appropriate other staff. Julian Prior is Chair of the Board.

**Hours:** The Board meets at least four times a year for approximately 5 hours in different locations around the country. However Trustees will also be expected to read and respond to papers sent by email although it is expected that this will take no more than an additional 4 - 6 hours a quarter.

**Term:** All trustees serve for a period of up to four years after which they can seek re-election by members.

**Remuneration:** This role is voluntary, although reasonable out of pocket expenses and travel when will be covered when representing the charity.

### **Duties & Responsibilities:**

1. Strategic leadership - To develop the strategic direction of NACCOM in close partnership with the National Director and other trustees and oversee its implementation (see 2020 Vision/Business Plan).
2. Governance - To ensure the Company Secretary files information with the relevant organisations as required by Charity and Company law (e.g. audited report of accounts) and to ensure that NACCOM complies with UK Charity Law and best practice.

3. Financial oversight - To oversee the setting of annual budgets and to ensure financial accountability for the health of the organisation and appropriate use of financial resources in partnership with the National Director and Treasurer.
4. Health and Safety – To ensure that appropriate policies and processes are in place and are being implemented to safeguard the safety and wellbeing of all staff, volunteers, members and other stakeholders of NACCOM in partnership with the National Director.
5. Risk Management – To oversee the management of all risks to the charity and to review and amend the risk register with the National Director and other trustees annually as appropriate.
6. Performance management – To oversee and ensure that outcomes are in line with funders expectations in partnership with the National Director. To also ensure that staff appraisals are undertaken annually.
7. Representation – To be an ambassador for the organisation and to interface with other agencies, individuals and organisation when appropriate on behalf of NACCOM.

For a full description of the powers and responsibilities of NACCOM Trustees/ Directors/ Members see the Constitution and Membership Criteria (available via the Membership page of the NACCOM website).

**Experience / criteria;**

This is a great opportunity for an individual who is passionate about ending the destitution of asylum seekers and supporting NACCOM's members to do the same. Ideal candidates will have some of the following qualifications/ experience:

- A commitment to and understanding of NACCOM's beneficiaries and mission (essential)
- Personal qualities of integrity, credibility, and a passion for improving the lives of members' beneficiaries (essential)
- An analytical mind with the confidence and ability to digest reports/ papers and ask perceptive questions in a supportive and constructive way (essential)
- Experience of providing supported accommodation to destitute asylum seekers or advocating for an end to destitution (desirable)
- Experience as a charity board member with an understanding of and commitment to ensuring good Governance and best practice (desirable)