

Trustee

Recruitment Brief

December 2023



NACCOM is looking for new Trustees!

Could you be a NACCOM Trustee?

We are looking for up to five new Trustees to strengthen and diversify the skills and experience of the Board for the No Accommodation Network (NACCOM). This is an exciting role for individuals who want to shape the future development of the organisation to make a big difference to the lives of increasing numbers of destitute people seeking asylum, refugees, and migrants and those organisations and individuals that support them.

A full role description is available towards the end of this document.

We are particularly looking for people with experience of:

- Lived experience of the asylum & immigration system, homelessness and/or destitution.
- Leadership role in a NACCOM member organisation.
- Leadership role in the wider homeless/housing sector.
- Leadership role working on public affairs, campaigns or advocacy.

- Financial management and oversight to deputise for the Treasurer.
- HR and governance management experience (in either the public or voluntary sector).

We are also keen to identify, and support, potential trustees from smaller organisations – including those that have not been a trustee before – and have a good geographical spread throughout the UK.

NACCOM usually has four full board meetings a year. Three of these meetings are held online, with one taking place in person and moving between different locations around the UK. The Board also meets for an away day with NACCOM staff once a year. Trustees also sit on sub-committees that help to guide the development, management, safety and membership of NACCOM, all of which meet online.

Reasonable travel expenses/costs will be covered for attending all NACCOM board-related meetings and for any agreed development training.



About NACCOM

NACCOM is a growing and ambitious charity established as an informal network in 2006 and legally constituted as a Charitable Incorporated Organisation (CIO Number: 1162434) in 2015 to support organisations that provide people seeking asylum, refugees, and other migrants with housing and other assistance to prevent their destitution. The network has grown to represent 139 member organisations as of November 2023. During 2022-23 our members provided 3,724 people with accommodation, providing an approximate 479,474 nights of accommodation.

Recently NACCOM has been invited to join the Asylum Reform Initiative, which is a collaboration with the largest refugee sector charities, reflecting the growing influence of NACCOM within UK policy discussions. This indicates the success of our work as a network connecting many smaller charities to larger refugee organisations and debates in the sector.

We have also been selected twice by the Guardian and Observer charity appeal, in 2017 where we received over £500,000 and distributed the majority of this to our member charities. We have been selected again in 2023 and will again be regranteeing the majority of funds raised for NACCOM to member organisations. Additionally, we worked with Migration Exchange and Refugee Action to distribute emergency Covid funds and we also had a World Homelessness Day appeal on BBC Radio 4 that was headed by Lord Alf Dubs who was a child refugee and has advocated for refugee rights throughout his career.

We launched our [new strategy](#) in August 2022 which covers the period 2022 – 2026. Our priority outcomes for our new strategy are:

1

Goal 1

The root causes and human impact of destitution and solutions to end destitution are better understood.

2

Goal 2

People with lived experience play a core and equitable role in highlighting the human impact of destitution and creating and sharing the solutions to destitution promoted by NACCOM

3

Goal 3

More policies and practice exist to support the end to destitution.

4

Goal 4

More and better services exist to support people out of immediate destitution and provide long-term pathways out of destitution.

Learn more about our work here or download a copy of our [Impact Report 2023 - NACCOM](#).



Becoming a NACCOM trustee

If you wish to apply for the role then please send your CV and a covering letter of no more than two sides of A4 explaining why you think you would make a good NACCOM Trustee, what experience you have and what

excites you about getting involved in the NACCOM board of trustees. Please send your application to: recruitment@naccom.org.uk

Further details on the role of a trustee, and the experience and attributes we are seeking in trustees, can be found in the role description at the end of this document.

Application process

Application deadline Sunday, 14 January 2024

Interviews will be held online as a Zoom call and will be with two trustees and NACCOM's Director between.....5 - 23 February 2024

Successful applicants will be expected to attend a Zoom board meeting which will take place on.....25 April 2024 and an in-person board away day on.....25 July 2024

After this, the Board and the individual will decide whether they should be put forward to members to vote for election to become a Trustee at our AGM inNovember 2024

Make contact



Please contact NACCOM's chair of trustees Caron Boulghassoul on caron@naccom.org.uk or contact on 07770 803 343 to arrange a phone call/Zoom meeting to discuss the role further if this would be helpful. Please note that Caron will be unavailable between 21 December 2023 and 7 January 2024.



Trustee role description

Organisational Context

NACCOM is committed to bringing an end to destitution amongst people seeking asylum, refugees, and migrants living in the UK. NACCOM's vision is for the UK to have a fair, just, and humane asylum and immigration system, which enables people seeking asylum, refugees, and other migrants to be free from destitution and to live with dignity and agency.

NACCOM exists to promote solidarity, connections, and good practice to assist the establishment and delivery of accommodation and support projects working with people facing destitution because they are in the asylum and immigration system in the UK. We work with member organisations, partners, and supporters to use the evidence and testimony of NACCOM members and people with lived experience to influence change at a local, regional and national level to create better pathways out of destitution and end destitution for good.

We turn our vision, mission, and values into practice by:

- Providing networking opportunities to connect members and facilitate the sharing of knowledge and promote good practice to provide pathways out of destitution. We do this through regular training and networking events, an annual conference, an online members forum and library of information and resources.
- Gathering and disseminating data on destitution and using this to tackle the root causes of destitution through policy, lobbying and campaigning, both ourselves and in partnership with others.
- Working with our members and with those with lived experience of being destitute to ensure that the human face of destitution is shared with the wider public and decision makers. We do this by training and supporting people with experience of the asylum and immigration system to research and communicate their findings and experiences, through media work and through supporting members with their communications.

The Role

Trustees provide collective strategic leadership, governance, oversight and support to the staff to fulfil NACCOM's vision and strategy. The Board consists of 8–12 trustees, and board meetings are also attended by the NACCOM Director, and when appropriate other NACCOM staff. The Board of Trustees are elected by organisations that are full members of NACCOM at an annual AGM. Full members are those organisations that facilitate accommodation alongside other services, and associate members provide other support services, but not directly accommodation.

NACCOM is committed to supporting the training of all trustees so that they can carry out their role effectively and to develop skills and competencies that might be applied beyond their role as a trustee.

Hours

The Board meets four times a year. Three of these meetings are held online for or no more than three hours each, and one meeting takes place in person and moves between different locations around the UK. The Board also meets for an away day with NACCOM staff once a year. Trustees are expected to read and respond to papers sent by email outside of these scheduled meetings, although these tend to be exceptional requests and take no more than an additional 4-6 hours a quarter.

In addition to the Board, trustees are invited to contribute to one of four subcommittee groups, focused on finance and fundraising, HR and governance, safeguarding and applications for membership. These subcommittees usually meet online no more than twice a year for 1.5 hours.

Term

All trustees serve for a period of three years, after which they can seek re-election by NACCOM members at the annual AGM. There is currently no upper limit for number of terms a trustee can serve.

Remuneration

This role is voluntary and unpaid, although reasonable expenses and travel will be covered when representing the charity and attending meetings. Support for trustee training and capacity building is available.

Duties & Responsibilities

- 1. Strategic leadership** - To develop the strategic direction of NACCOM in close partnership with the Director and other trustees and to oversee the implementation of that strategy.
- 2. Governance** - To ensure that NACCOM complies with UK Charity Law and best practice, and to offer support and guidance to the Director on governance within NACCOM and its staff team.
- 3. Financial oversight** - To oversee the setting of annual budgets and to ensure financial accountability for the health of the organisation. This involves the regular reviewing of accounts and budgets, signing off the annual accounts for audit, and overseeing the appropriate use of financial resources for the charity to ensure its sustainability, in partnership with the Director and the 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, members, volunteers and other stakeholders of NACCOM in partnership with the Director.
- 5. Risk Management** – To oversee the management of all risks to the charity and to review and amend the risk register with the Director and other trustees during each Board meeting.
- 6. Performance management** – To oversee and ensure that outcomes are in line with funders expectations in partnership with the Director. To ensure that staff appraisals are undertaken annually and that staff pay and conditions are reviewed as appropriate.
- 7. Representation** – To be an ambassador for NACCOM and to engage with other agencies, individuals, and organisation on behalf of NACCOM when appropriate. This entails supporting, and seeking to enact, the vision and values of NACCOM and representing those values publicly where appropriate.

Experience

This is a great opportunity for an individual who is passionate about ending destitution and supporting NACCOM's members. Ideal candidates will have some of the following experience and attributes:

- ✓ A commitment to, and understanding of, NACCOM's members, vision, mission, and values (essential)
- ✓ Personal qualities of integrity, reliability, and a passion for ending destitution and acting in solidarity with people seeking asylum, refugees, and migrants facing destitution (essential)
- ✓ A questioning mind with the confidence and ability to digest reports, papers, and accounts, and ask perceptive questions in a supportive and constructive manner (essential, though we are happy to present information and papers in different, accessible formats based on trustee feedback)
- ✓ A collaborative and collegial working attitude that is comfortable with being challenged and that actively supports colleagues to do their best work (essential)
- ✓ A commitment to working within an anti-racist organisation and to supporting NACCOM in tackling racism and prejudice of all forms (essential)
- ✓ Experience of providing or facilitating accommodation, hosting, or other modes of support to people seeking asylum, refugees, and migrants facing destitution (desirable)
- ✓ Lived experience of immigration control and/or destitution (desirable)
- ✓ Experience in advocating for an end to destitution, or in influencing housing policy and practice in order to end destitution (desirable)
- ✓ Experience as a charity board member with an understanding of, and commitment to, ensuring good governance, best practice, and sound financial oversight (desirable).