

## **Action Foundation is Inviting Applications to Join our Board of Trustees**

### **Who We Are and What We Do**

Action Foundation supports and empowers people seeking asylum, refugees and migrants in the North East to overcome immediate barriers, integrate with the community, and build skills for the future.

You can read more about our award winning projects [here](#) and our core values Courage, Inclusion, Compassion and Integrity [here](#).

Action Foundation is a non-religious organisation, but one firmly rooted in and inspired by the Christian story. Our services, staff and voluntary roles are open and available to people of all or no faiths. Action Foundation is also a charity and a company limited by guarantee.

### **Role of Trustees**

Our Trustees have overall oversight of Action Foundation. They are not involved in the day-to-day running of the organisation but collectively make decisions about the direction and priorities of the organisation. They provide support, ideas and constructive challenge to our staff team to test their thinking and help the charity to achieve the best we can for our clients and demonstrate the difference that we make.

Through oversight and strategic direction, they ensure that, as an organisation, we

- Comply with our governing document and relevant legislation
- Apply our resources solely toward pursuing our purpose
- Have financial stability and sustainability
- Have effective policies and procedures in place
- Evaluate performance against agreed goals
- Safeguard our culture, values and reputation

For more information on the general role of Trustees, please see Charity Commission (England and Wales): [CC3 – The Essential Trustee](#)

## **Our Board**

We currently have 7 Trustees and plan to add 2 -3 more to deepen our skills and experience and widen our diversity of thought and perspective.

Being a Trustee is a voluntary role, but we will pay for out-of-pocket expenses incurred on behalf of the organisation.

## **Skills and Experience We Seek**

No previous trustee experience is required and we welcome applicants from young and old alike from people with all kinds of backgrounds, and including those with lived experience of migration

Our Trustees must be:

- Willing and able to champion our Purpose and Values
- Collaborative and open to new ideas
- Able to listen, express views constructively and be fair and objective
- Reliable, ethical and honest
- Willing and able to contribute actively to the work of the Board
- Willing to undertake an enhanced DBS check

**We are particularly seeking applicants with one or more of the following:**

- Lived experience of the asylum system
- Experience of housing management; understanding of the legislative and policy framework of the housing sector
- Experience in social work or in supporting people and families in challenging circumstances
- Advanced financial/accounting skills
- Experience in Human Resources management

## **Time Commitment**

The Board currently meets approximately 6 times per year on a Thursday evening; these meetings are usually in-person at our offices in central Newcastle, but with the option to participate remotely by exception. We often eat together before the meeting.

Trustees are encouraged to serve on one of our projects or sub-committees.

As a Trustee, you will participate in a number of training and development opportunities to help you with your role.

Overall, the time commitment is estimated to be 3 – 5 hours per month (including service on a committee).

## For more information

- Please contact our Chair, David Lyall for an informal discussion about Action Foundation and the Trustee role. Email: [davidlyall1961@gmail.com](mailto:davidlyall1961@gmail.com) Tel: 07538141580
- You can also find out more about us and varied volunteer opportunities at our [website](#).

## To apply

Should you then wish to proceed, you are asked to submit a written expression of interest (2 pages maximum) along with your CV to [recruitment@actionfoundation.org.uk](mailto:recruitment@actionfoundation.org.uk). Please state why you are interested in becoming an Action Foundation Trustee and highlight any skills or experience that you feel are relevant to the role.

Closing date for written applications is midnight Monday 4<sup>th</sup> March 2024.

Once received,

- All applications will be reviewed by our recruitment panel.
- Shortlisted applicants will then be invited to in an in-person interview
- If selected following interview, potential Board members will attend 3 Board meetings, after which they and the Board will each have the opportunity to decide whether or not they will formally join the Board.

Thank you for your interest in supporting the work of Action Foundation!