



ASSIST Sheffield

Trustee Role Description

Role Title: Trustee

Responsible to: Chair of Trustees

ROLE PURPOSE

Collectively our Board is responsible for ensuring that the charity acts legally, is managed honourably and that our purpose and values are upheld throughout the organisation. Our Board oversees the culture of the organisation, making sure that our practice is anti-racist and that those we work with have the opportunity to shape how our services are designed and delivered.

Board members

Each Board member will individually play her/his part in making sure that ASSIST Sheffield is a well run, honest, anti-racist organisation. Specifically they will contribute to ensuring that ASSIST;

- Complies with all relevant legislation
- Meets its declared objectives
- Spends its resources exclusively on those objectives and ensure financial stability
- Supports its paid staff and volunteers
- Fulfils its organisational mission *“to enable people seeking asylum with no recourse to public funds to build resilience against the effects of destitution and to make informed decisions about their future. We challenge the policy of destitution”*
- Delivers medium and longer term plans for development and improvement

PERSON SPECIFICATION

We have set a clear ambition that within the next 12 months we will become an organisation that is majority governed by people of colour and those with lived experience of migration. This is an important step for our organisation and we are seeking new trustees to help drive this change.

ASSIST Sheffield is a Charitable Incorporated Organisation, no: 1154862.

New trustees will be:

- Committed to the mission of ASSIST Sheffield and to equality, inclusion and diversity
- Willing to devote time and effort to learn about and to fulfill their role
- Happy to work as a team member but also to think independently and share ideas freely
- Committed to role modelling and upholding our 7 organisational values:
 - ◆ Respect
 - ◆ Empowerment
 - ◆ Social Justice
 - ◆ Partnership
 - ◆ Empathy
 - ◆ Competency
 - ◆ Transparency

Time Commitment

As a minimum you would be expected to attend and contribute to 8 trustee meetings a year. Meetings are monthly, 2 hours long and some preparation is required beforehand e.g. reading papers. There are also opportunities to get involved in other pieces of work outside of trustee meetings.

What you get in return

Previous experience of being a trustee is not required. We are committed to providing full training to support candidates into the role. Being a trustee with us offers the following;

- Funded training in the foundations of good governance and the role of a trustee
- Mentoring from an established trustee
- An opportunity to enhance your career and leadership skills
- An opportunity to influence change for people seeking asylum in our city
- There will be no financial cost to Trustees - any expenses will be refunded

Eligibility

All trustees must be at least 18 years of age

You are not able to become a trustee if you;

- * have an unspent conviction involving dishonesty or deception*
- * are bankrupt*
- * have been removed as a company director or a charity trustee because of wrong-doing*