



## **London Churches Refugee Fund Trustee Role Description (Volunteer role)**

### **The London Churches Refugee Fund**

The London Churches Refugee Fund (LCRF) is a charity set up in response to the needs of organisations meeting together at the London Churches Refugee Network (LCRN), mostly church-based drop-in centres and other front-line agencies working with migrants in the capital.

We launched at Westminster Abbey in June 2007, to raise money to give small grants to organisations assisting asylum-seekers. Our funds are restricted to London-based projects helping those who are destitute. We gave our first grants in October 2007 and up to 2018 have distributed some £200,000 in total, raised from individual donors and churches. Typical uses of our grants by the agencies we support are to pay for travel cards, mobile phone top-ups, hygiene items or food for their clients. In 2017 we had income of £32,000 and we made grants of almost £34,000.

We also provide information on refugee issues through our website and social media, and run an annual speaker meeting, but we are not a campaigning organisation.

### **LCRF Trustee Board**

We currently have six trustees, including our Chair, Revd Chris Brice, plus an honorary treasurer. LCRF employs no staff and currently has no other voluntary assistance so the trustees have to be hands-on and do whatever is needed to run the charity. This includes:

- Fundraising: designing, producing and distributing appeal materials, etc
- Grant-making: two grants rounds a year. We invite applications which are then read and determined by the trustees
- Organising the annual speaker meeting, our fundraising carol-singing event, and any other activities
- Occasional commitments to speak at churches or provide a presence/stall at an event.

Applications for grants continue to increase and we need to grow to meet the demand. Much more could be done if we had additional hands to help with the work! Most of the trustees have been in post since the charity was launched and are of retirement age so we would welcome applications from younger people as well as from ethnic minorities.

### **Responsibilities of the role of Trustee:**

1. Trustees by definition have legal and financial responsibility for the charity

2. The Trustees also have overall management responsibility for the activities of LCRF and must work within the guidelines of the *Essential Trustee*, issued by the Charity Commission
3. As LCRF has no paid staff or other resource, Trustees are also expected to take a hands-on role in the operation of the charity and must be willing to undertake work between meetings
4. The role will involve 4-6 meetings a year, in London, where the Trustees jointly:
  - monitor the operation of the charity, approve the accounts, etc
  - review and approve grant applications
  - plan communications and marketing
  - organise speaker meetings and other events
  - undertake such other collective duties as the charity may require.
5. You may wish to develop a particular area of work or specialism within our activities, relevant to your skills and the needs of the charity. This could entail, for example:
  - making presentations to churches or groups within churches (which may include young or older people), on invitation by them, to encourage them to become supporters
  - organising new fundraising or other events
  - social media and communications
  - administering the grants process.

**We are seeking someone who has the following:**

- Active engagement or a willingness to develop an interest in the relief of destitution among refugees and asylum seekers in London
- Understanding of the responsibilities that go with a Trustee role
- Good communication skills, in writing and verbally
- Ability to work collaboratively and flexibly
- Ability to work unsupervised to a high standard
- Good computer literacy and familiarity with word-processing, email and the internet, and preferably communication via social media.

**Personal qualities:**

- A practising Christian, committed to working out your faith through community engagement
- Awareness of, and sensitivity to, issues of equality, diversity and inclusion
- Professional and positive approach, with a commitment to professional development and self-improvement
- Will need to hold a DBS enhanced clearance

### **Terms of Appointment**

- Voluntary role, no fixed term. Appointment may be terminated by either party at any time
- While there is no minimum or maximum hours specification, a minimum commitment of 1-2 days per month would be reasonable
- We have no office and you will work from home.

### **Expenses**

Reasonable travel costs within London will be refunded

### **How to apply**

To apply for this role, please send a CV with covering letter to [info@help4refugees.co.uk](mailto:info@help4refugees.co.uk).

Closing date for applications: Friday 1<sup>st</sup> March 2019

For more information about the charity, see [www.help4refugees.co.uk](http://www.help4refugees.co.uk)