

BHN TRUSTEE SPECIFICATION 2022 (PERSON SPECIFICATION)

BHN is recruiting two trustees in 2022 - a Treasurer, and a Chair

This person specification is in two parts:

1. a set of core qualities expected of *all* Trustees; and
2. a set of knowledge, skills and experience that the Board needs to have amongst our membership.

If we identify specific gaps in core qualities or skills at recruitment stage, we may be able to give support to help meet them.

We believe our work will be stronger with greater diversity and welcome applications from those who bring difference to our Board. BHN welcomes the whole person to the role, and we understand that each of us bring our experience, our backgrounds, and our own unique perspective to what we do. We are committed to being a diverse organisation that is truly representative of the communities we serve; that said we don't appoint trustees to represent specific groups or organisations. We aim to be an equal opportunities organisation with an inclusive environment where all staff and volunteers are encouraged to contribute to their fullest potential. BHN prohibits discrimination and harassment of any kind. We encourage applicants of all ages.

In addition to the qualities below, additional specifics for Treasurer and Chair are:

Treasurer

Essential:

- A finance professional with experience of book keeping standards, financial controls and processes, annual accounts production, budgeting and cash flow forecasting

Desirable:

- Knowledge of Charity accounting and SORP
- Supervising or mentoring people

Chair

Essential:

- Ability to ensure the Board operates within its charitable objectives, with appropriate governance arrangements
- Ability to hold the Board and Director to account for the Charity's strategy
- Ability to chair meetings of the Board of Trustees effectively and efficiently

Desirable:

- Experience in chairing groups of people
- Leadership role within an organisation or community
- Supervising or mentoring people

1. Core Qualities

Essential:

You must demonstrate experience, understanding and achievement in the following areas:-

- A practitioner, volunteer or Board member of an organisation, or a leadership role in your community, particularly in a relevant sector such as: social housing; public services; health and social care, community services, housing, social service, voluntary sector, homelessness or refugee services, inclusion and tackling inequality
- Commitment to solidarity with people who are seeking asylum and facing destitution, and practical support
- A commitment to work effectively with other Trustees, members, staff and volunteers
- A commitment to member involvement and equal opportunities
- The capacity to understand and participate in conversations using basic English
- Effective communication skills and an ability to focus on key issues facing the charity
- The ability to use judgement and discretion about when some information must be kept confidential

Desirable:

- The ability to communicate regularly with other trustees using email
- Able to read and write in English to a basic standard

2. Skills, Attributes and Capacity:

In order to govern properly, the Board as a whole must have a diverse range of skills, competencies, experience and knowledge. Each Board member is expected to contribute to **at least one** of these qualities:

- Publicly promoting the organisation e.g. to members, funders, supporters and politicians
- Leadership and working as a team
- Direct knowledge of the needs and aspirations of asylum seekers
- General business, financial and management skills
- Confident and competent representing the organisation in the public arena.
- Other relevant and specialist skills, such as: Fundraising, HR, communications, health and social care, property management and housing development, community development, planning, volunteer coordination.

Trustees must commit to:

- Devote sufficient time to Trustee work, including responding to emails, preparing for and attending meetings, training sessions and other events as required

- Attending induction, at least 75% of meetings and training events, the AGM and some informal meetings or other events during the year.
- See further details below re number of meetings and guideline time commitment

Trustees are asked to:

- Keep information strictly confidential (unless agreed otherwise)
- Be assertive without aggression - challenge and ask questions
- Have a sense of humour but with sensitive timing
- Be loyal to BHN and our people whilst being able to give and take constructive criticism
- Use a participative team building style
- Uphold the vision, values and objectives of BHN
- Adhere to the principles and practice of equality and diversity
- Act as ambassadors for BHN and not take part or be involved in activities which may bring BHN into disrepute

Other Guidance

- All Trustees share the same legal status and have equal responsibility for decisions taken that affect the success of BHN
- Each Trustee must act only in the interests of BHN and not on behalf of any constituency or interest group
- No one who serves as a Trustee should be in a position to gain or benefit financially or materially from their dealings with BHN (however, we can pay reasonable expenses to trustees in certain circumstances)

Guideline time commitment:

Meetings and events:

- Preparing for and attending trustees meetings (currently 5 evenings per year)
- Attendance at Annual General Meeting (AGM) (1 per year)
- Annual Away Day, Board effectiveness review and annual strategy meetings (usually two half days per year)
- Sub-committee or other meetings (if applicable - up to 8 per year)

Training:

- Induction Meetings (Approx. 4hours), and reading background material on BHN as part of initial training
- Maintain experience or attend training courses as needed to fulfil your role

Other:

- Reading & responding to emails (0-2 hours per week)
- Drop-in to a BHN event on an occasional to semi-regular basis (e.g. Monday Welcome Centre / Monday evening meal / other social events), in order to maintain some contact with BHN members and an appreciation of the services that are being delivered. (1-2 hours per month)
- Attendance at other BHN events is encouraged but optional, e.g. involvement in events at Refugee Week or festive parties

If you have any questions, then please email contact@bhn.org.uk