

BHN TRUSTEE PERSON SPECIFICATION

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 their membership.

Where specific gaps in core qualities or skills are identified at recruitment stage, support may be given to meet them.

1. Core Qualities

Essential:

The successful candidate must demonstrate experience, understanding and achievement in the following areas:-

- A practitioner, volunteer or Board member of an organisation, particularly in a relevant sector such as: social housing; public services e.g. health, social care, community services or regeneration; particularly housing, social service, voluntary sector, private sector.
- Commitment to solidarity with people who are destitute Asylum Seekers 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:

- Publically 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 (see further details below)
- Attending induction, at least 75% of meetings and training events, at least one Annual Away Day, the AGM and some informal meetings or other events during the year

Trustees are asked to:

- Keep some information strictly confidential.
- Be assertive without aggression - challenge and ask questions
- Have a sense of humour but with sensitive timing.
- Be loyal to the BHN and its' people but 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.

Guideline time commitment:

- Induction Meetings (Approx. 5 hours)
- Preparing for and attending trustees meetings (4 hours per 6 weeks)
- Reading & responding to emails (0-2 hours per week)
- Drop-in to a BHN event on a 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)
- Training sessions (4 hours, twice per year)
- AGM (1 evening per year)
- Annual Away Day (1 day per year)
- Sub-committee or other meetings (Up to 8 per year)
- Key BHN events such as Refugee Week (Up to 3 events per year)
- Other events as required

If you have any questions, then please contact Sarah on [Sarah Webb](#)