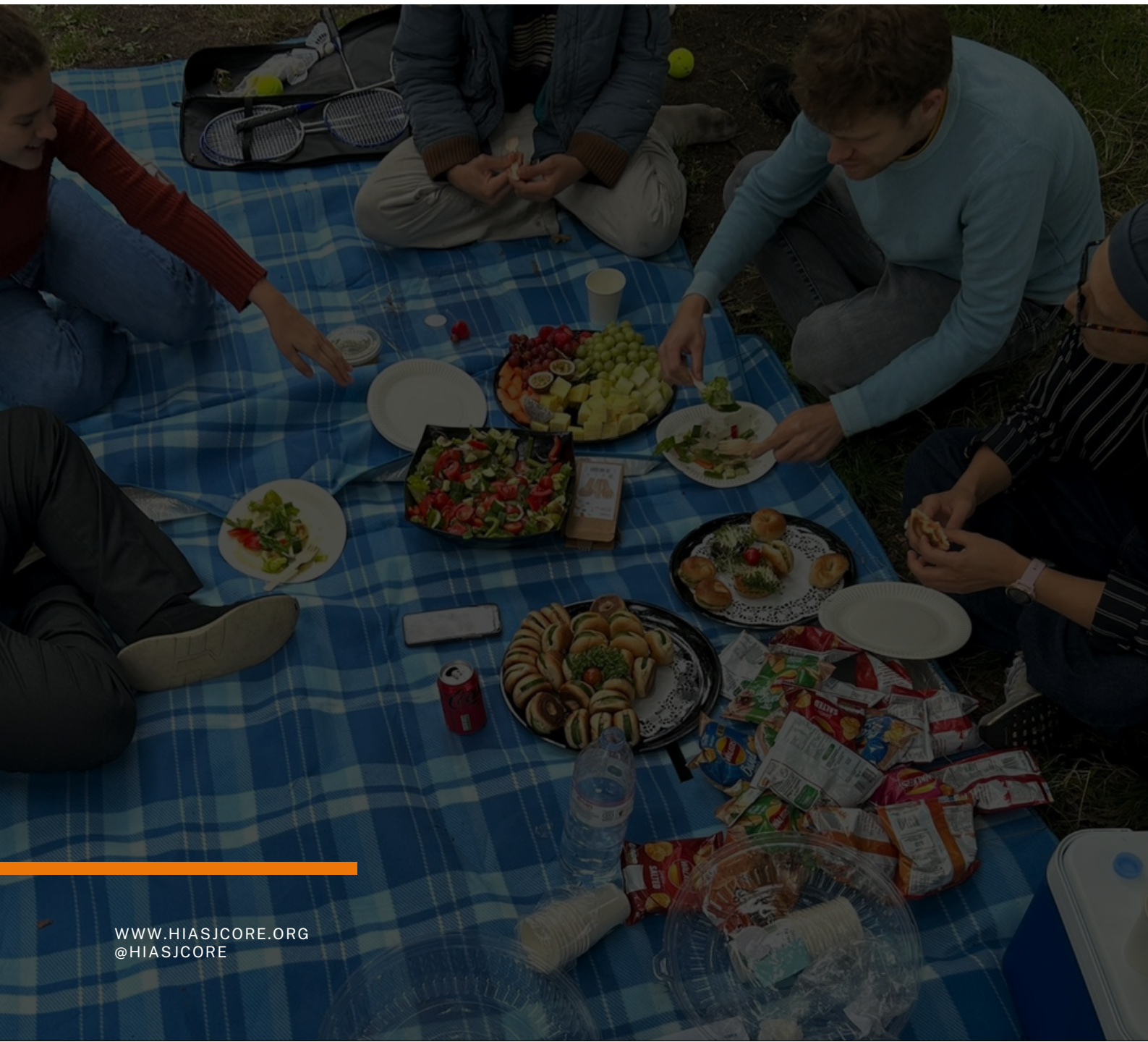


Trustee Recruitment Pack

AUTUMN 2023



Welcome from Chair & Executive Director

We would firstly like sincerely to thank you for your interest in our organisation and becoming a Trustee or Chair of Trustees. This is an incredible opportunity and such an exciting time to be joining our Board of Trustees. With the building of a new relationship with HIAS, a number of our current board - including Adam, as Chair - are coming to the end of their terms, and the next 5 years have the potential to bring expansion for our organisation. That means an expansion in the Jewish voice that can advocate and lobby for a more dignified and compassion driven situation for refugees and asylum seekers. It means an expansion in how we can bring more Jewish people together to support our vision. It means the developing of a pathway for our organisation to be a part of high level conversations around international aid for refugees.

We are presently putting a strategy together for the next 2 years and are thinking around horizons beyond that too. So, joining the organisation now as a Trustee would propel you immediately into critical strategic discussions.

HIAS+JCORE is a unique organisation in British Jewry, combining its passion in supporting refugees, with its desire for a society that eschews racism. Thanks again, for wanting to be part of this vision and we look forward to speaking with you more.

ADAM ROSE
CHAIR OF TRUSTEES

DAVID MASON
EXECUTIVE DIRECTOR

About HIAS+JCORE

HIAS+JCORE is the UK Jewish voice on refugees and racial justice. Our work is driven by the belief that the Jewish community should play an active part in building a society in which Refugees are able to live in dignity where the UK is a welcoming place free from racism.

Our organisation came into this form through the joining of forces between two organisations: JCORE and HIAS. Established in 1976, JCORE (Jewish Council for Racial Equality) has worked both inside and outside the Jewish community to provide a Jewish voice on race and asylum issues. Indeed, we are the only Jewish anti-racism organisation that makes explicit the connection between racism and attitudes to asylum.

Over one hundred years ago, the Jewish community founded HIAS (originally the Hebrew Immigrant Aid Society) in New York City, the immigrant gateway to America. Originally set up by Jews to help fellow Jews for reasons of religious imperative and communal solidarity, HIAS in the 2020s is a multi-continent, multi-pronged humanitarian aid and advocacy organisation with thousands of employees dedicated to helping forcibly displaced persons around the world in keeping with the organisation's Jewish ethical roots.

About HIAS+JCORE

HIAS+JCORE is embarking on its next stage as an organisation and are looking for new trustees to help lead this exciting opportunity.

We aim to deepen awareness within the Jewish community, of the plight and experience of refugees and asylum seekers and the impact of racism and intolerance on their situation.

We will do this through **advocacy, deep community engagement, and volunteer support programmes.**

In particular, our work supporting unaccompanied asylum seekers through our JUMP befriending project provides long-term, sustainable opportunities to make a difference. We will also act as a convening and amplifying voice in the Jewish community and the wider sector, ensuring that those in power do their part. Through this work, we are building a movement of Jewish people supporting refugees based on advocacy, volunteering & engagement.

Trusteeship

The Board of Trustees has overall legal and financial responsibility for the direction and management of HIAS+JCORE. As the trustees of a registered charitable organisation, the board is collectively responsible for compliance with charity law and other regulatory requirements.

Becoming a trustee is a voluntary role, which should be undertaken by individuals committed to furthering the purposes of HIAS+JCORE and have the skills, experience and personal qualities needed for the strategic oversight of our organisation. Trustees are expected to give ~2 hours a month to their role (this will be higher for a Chair).

The day-to-day operations of HIAS+JCORE are conducted by staff and volunteers under the overall leadership of our Executive Director and the oversight of our Trustees.

Board meetings take place four times a year in London, with a mixture of online and in-person meetings. Trustees serve for a term of three years, which can be renewed.

To serve as a Trustee you must be over the age of 16 and not disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order for removal/disqualification as a Trustee or company director. It is a criminal offence to act as a trustee while disqualified.

The successful candidate will receive a handover and induction covering all relevant areas of HIAS+JCORE's work. We can provide training to those unfamiliar with their role.

Trustees are appointed for a 3-year term that can be renewed once, to a maximum of 6 years.

Prior trustee experience is desirable, but not essential. We particularly encourage applications from those who may not typically see themselves on trustee boards: women, those who identify as LGBTQ+, those with disabilities, those from black, Asian and minority ethnic backgrounds, and those who have experience of the asylum system.

Chair of Trustees

As the Chair of the Trustee Board, you will play a pivotal role in providing strategic leadership and governance to HIAS+JCORE. You will lead a team of committed trustees, oversee the organisation's activities, and ensure its mission and vision are upheld. This is a volunteer position that requires a significant commitment to refugee support and racial justice advocacy.

KEY RESPONSIBILITIES

Leadership: Provide effective leadership to the Trustee Board, ensuring trustees are engaged, informed, and aligned with the organisation's mission and strategic objectives. Work closely with the Executive Director to oversee operations, and anticipate upcoming issues.

Governance: Ensure the charity complies with all relevant laws and regulations, including Charity Commission guidelines, and maintain the highest standards of governance.

Strategic Planning: Work with the board and senior management to develop and implement the charity's strategic plan, setting clear objectives and key performance indicators.

Fundraising and Financial Oversight: Support the organisation in fundraising efforts, oversee financial performance, and ensure responsible financial management.

Advocacy and Networking: Be an ambassador for HIAS+JCORE in relevant forums, both in the Jewish community and beyond, and play a key role in building relationships with key stakeholders.

Risk Management: Identify and manage risks that could affect the charity's operations, reputation, or financial stability.

Board Development: Promote trustee recruitment, orientation, and ongoing development to ensure the board's effectiveness and diversity.

Conflict Resolution: Act as a mediator in any board conflicts or disputes, fostering a collaborative and respectful board environment.

QUALIFICATIONS

- A deep commitment to the mission and values of HIAS+JCORE, including a passion for refugee support and racial justice.
- Proven experience in a leadership role, preferably as a trustee or chair in a charitable organisation.
- Strong understanding of governance principles and charity regulations in the UK.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate with diverse stakeholders.
- Strategic thinking and the ability to make sound decisions in complex situations.
- Integrity, transparency, and a commitment to ethical conduct.

Treasurer

As the Treasurer, you will be a key member of the Trustee Board, responsible for overseeing the financial affairs of HIAS+JCORE. You will help ensure the organisation's financial stability, transparency, and compliance with financial regulations. This is a voluntary position that requires a strong commitment to our mission.

KEY RESPONSIBILITIES

Strategic Development: to assist and advise on strategy, and to ensure that HIAS+JCORE has the resources to deliver on its strategy.

Financial Management: Oversee and monitor the charity's financial operations, including budgeting, financial reporting, and ensuring proper financial controls are in place.

Financial Planning: Collaborate with the board and senior management to develop annual budgets and financial plans that align with the charity's strategic objectives.

Financial Reporting: Prepare and present regular financial reports to the board, highlighting key financial metrics, risks, and opportunities.

Compliance: Ensure compliance with all financial regulations, Charity Commission requirements, and accounting standards relevant to charitable organisations in the UK.

Audit and Risk Management: Coordinate the annual audit and accounts process, liaising with external auditors and accountants as necessary, and addressing any audit findings or recommendations. Manage financial risks and internal controls.

Fundraising Support: Collaborate with professional team to provide financial oversight of fundraising activities, donor contributions, and grant management.

Financial Policies: Review and update financial policies and procedures to ensure they remain effective and compliant with changing regulations.

Trustee Board Contributions: Actively participate in board meetings, providing financial insights and guidance on strategic decisions.

QUALIFICATIONS

- A strong commitment to HIAS+JCORE's mission and values, including a passion for refugee support and racial justice.
- Professional accounting qualification (e.g., ACA, ACCA, CIMA) or equivalent financial management experience.
- Demonstrated experience in financial management, budgeting, and financial reporting, preferably within the charitable sector.
- Knowledge of UK charity financial regulations and compliance requirements.
- Analytical mindset, attention to detail, and the ability to communicate financial information to non-financial stakeholders.
- Integrity, transparency, and ethical conduct in financial matters.

Trustees (x3)

As a Trustee, you will play a crucial role in guiding the strategic direction and governance of HIAS+JCORE. At this stage, we are particularly interested in trustees with skills and expertise in immigration/asylum law, safeguarding, and fundraising, which will contribute to our ability to provide impactful support to refugees and advance racial justice. This is a voluntary position that requires a deep commitment to our mission.

KEY RESPONSIBILITIES

Strategic Leadership: Collaborate with fellow trustees and senior management to develop and implement the charity's strategic plan, ensuring alignment with our mission and values.

Governance: Uphold the highest standards of governance, ensuring compliance with all relevant laws and regulations, including Charity Commission guidelines.

Expertise Contribution: Utilise your expertise in immigration/asylum law, safeguarding, or fundraising to provide guidance, insights, and support in these critical areas.

Fundraising Support: Assist in fundraising efforts, including grant applications, donor relationships, and fundraising strategy development.

Safeguarding Oversight: Contribute to the development and oversight of safeguarding policies and practices, ensuring the safety and well-being of those we serve.

Advocacy and Networking: Act as an advocate for HIAS+JCORE's goals and be an ambassador for the organisation, leveraging your networks and expertise to advance our cause.

Continued Involvement: Participate in working groups and offline issues as needed, bringing your specific skills and knowledge to relevant initiatives.

Risk Management: Help identify and manage risks that could affect the charity's operations, reputation, or financial stability.

SKILLS & EXPERTISE WE SEEK

Immigration/Asylum Law: Deep knowledge and experience in immigration and asylum law, including an understanding of the challenges and legal complexities faced by refugees and people seeking asylum.

Safeguarding: Expertise leading on safeguarding practices, policies, and procedures, with substantial professional experience working with refugee and asylum-seeking youth in a local authority or social work setting. A commitment to ensuring the safety and well-being of vulnerable individuals.

Fundraising: Proven experience in fundraising, grant writing, or donor relations, with the ability to contribute to both fundraising strategy development and to the work of raising funds.

PLUS THE FOLLOWING QUALIFICATIONS

- A strong commitment to HIAS+JCORE's mission and values, including a passion for refugee support and racial justice.
- Strong communication and collaboration skills, with the ability to work effectively as part of a diverse team.

Next Steps

If you are interested in applying for any of these roles, please email david.mason@hiasjcore.org to arrange an informal chat.

If you would like to make a formal application, please send a CV and cover letter outlining your qualifications, commitment to HIAS+JCORE's mission, and relevant expertise and CV to admin@hiasjcore.org. Please put your name and role you are applying for in the subject line.

Interviews are likely to be conducted over video call.

TIMELINE

October 2023: applications open, time to hold informal conversations and to apply

November 2023: applications close at 9am on Thursday 9th November 2023. Interviews will be conducted over Zoom with HIAS+JCORE staff and trustees.

December 2023: successful candidates are invited to attend the December board meeting as observers before a final decision is taken.



HIAS + JCORE

The UK Jewish Voice on Refugees and Racial Justice

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admin@hiasjcore.org

[@hiasjcore](https://www.instagram.com/hiasjcore)