

Hackney Migrant Centre is recruiting trustees!

Hackney Migrant Centre (HMC) is seeking new trustees to help support our vital work with migrants and refugees. We are hoping to recruit one or two more trustees to contribute to our board.

Hackney Migrant Centre began in 2008 as a small charity running a weekly drop-in service which offered free immigration advice and support to help people access services. We have expanded our work, providing detailed casework on housing and destitution and working with partner agencies to provide representation on immigration cases.

From one part-time staff member in 2008, HMC now has a staff team of eleven people, some part-time. We now have an annual budget of nearly £600,000 and employ a fundraiser to help us reach our financial goals.

Volunteers are at the heart of our work, welcoming visitors and supporting them in numerous ways, for example, letter-writing, signposting them to relevant services and helping them register with GPs.

Our trustees have always been actively engaged with HMC's work. Several have been involved since the beginning and some volunteer regularly at our weekly sessions.

We are seeking trustees with relevant skills and experience and would welcome in particular applications from:

- people familiar with our work - as a visitor, volunteer, adviser or partner;
- people with experience in fundraising, campaigning and/or impact monitoring and reporting skills.

We are always seeking to increase the diversity of our trustee board, particularly to include more people from the global majority, with lived experience of migration and/or the Hostile Environment.

If you would like to be considered, please email Recruitment@hackneymigrantcentre.org.uk by **midday on Monday November 13**, attaching a CV and a brief statement outlining why you are interested in the role and what you could bring to it (no more than two sides of A4). You are welcome to contact Rosemary if you would like to discuss this informally before applying.

See the job description below for further details and for more information about HMC visit www.hackneymigrantcentre.org.uk



TRUSTEE JOB DESCRIPTION

Being a trustee of Hackney Migrant Centre

The trustees of Hackney Migrant Centre play a vital role in the organisation. They are responsible for ensuring that its services are maintained and developed for the benefit of its visitors, in line with HMC's ethos and objectives.

HMC staff are responsible for the day-to-day running of HMC's services but trustees work closely with staff in discussing and deciding on policy issues, staffing developments and campaigning, overseeing finance and fundraising to ensure that the organisation is sustainable and in monitoring the impact of HMC's services.

Our trustees are recruited according to our Trustee Recruitment Policy. We welcome trustees from a variety of backgrounds to ensure that a broad range of skills and experience are represented. Trustees are encouraged to gain first-hand experience of the work of HMC but regular volunteering is not a requirement.

The Charity Commission

Hackney Migrant Centre is a charity registered with the **Charity Commission**. This gives the organisation many advantages, and also places some legal obligations on trustees. The Charity Commission states that the six main duties of trustees are to:

1. Ensure your charity is carrying out its purposes for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interests
4. Manage your charity's resources responsibly
5. Act with reasonable care and skill
6. Ensure your charity is accountable

Further details at <https://www.gov.uk/guidance/charity-trustee-whats-involved>

What are trustees of Hackney Migrant Centre expected to do?

All trustees are expected to attend the ordinary trustees' meetings as well as other meetings and events where possible/appropriate. The main activities which HMC trustees are involved in are:

- **Ordinary Trustee Meetings** – these are the major decision-making forum for trustees. They are held in the evenings roughly every six weeks and generally last around two hours. They are usually in person. The Director, and other staff where relevant, also attend. There are also occasional special meetings when necessary.
- **Trustee awaydays** – we organise an annual awayday which takes place on Saturdays, normally half a day, in a local venue.

- **Annual Meeting** – this is a public event to publicise HMC’s activity during the year, generally with a specific theme and invited speakers. Supporters, partners and funders are invited.
- **Sub-committee meetings** – we currently have **Finance and Fundraising** and **Employment sub-committees**. These meet roughly every three months, or as necessary. They include some trustees and relevant staff members. Any decisions/proposals are reported to the full board for discussion/approval. These meetings are generally online.
- **Appointments and interview panels** – One or more trustees normally sit on panels for the appointment of new staff. Members of the employment sub-committee are also involved in drawing up job descriptions in consultation with staff.
- **Other events** – HMC organises or supports a number of other fundraising, campaigning and social events. Trustees are encouraged to participate where possible and may take a role in organising events, in collaboration with staff and volunteers.

HMC trustees are expected to have:

- An understanding of the issues facing migrants and refugees
- A commitment to the aims of HMC and to its visitors
- A demonstrable commitment to Equity, Diversity and Inclusion (EDI) principles and practice
- Willingness to take an active role on the trustee board, to speak their mind and to evaluate decisions critically
- An ability to work effectively as a member of a team for the good of HMC.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee