



# Trustee Information Pack

Recruitment 2025



# Welcome

**Dear Candidate,**

You will be joining the Board of Trustees at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety.

With over 35 years' experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for sanctuary seekers and refugees. You will work with a committed and high performing board who strive to make a difference every day, and challenge hostile practices that limit people's potential.

We are an award winning charity and have been awarded the WCVA Organisation of the Year award and Equalities Champion award at the Wales Business Awards 2024. You can read our latest work on our website.

We love improving and we have committed to the following quality marks:



We look forward to receiving your application.

Best wishes,

Welsh Refugee Council Board of Trustees





# About us

## Our Vision

Working together to create a Wales where sanctuary seekers and refugees are welcomed, respected, and empowered.

## Our Mission

We improve the lives of sanctuary seekers and refugees through specialist support and influencing policy and practice.

## Our Values



### Brave

We are bold, innovative, and we take action.



### Diverse

We recognise the strengths we each bring, and each other's uniqueness.



### Croeso/Welcome

We create environments, that engage and welcome.



### Influential

We empower people to tell their stories and use our data to lift narratives.



### Collaborative

We recognise the importance of working in partnership and building each other's capacity.





# Strategy

We empower sanctuary seekers and refugees to build new futures in Wales and have over 35 years' experience. We listen to people's needs, and co-produce projects that create improved pathways of support.

Based in the heart of our communities we deliver specialist support across Wales, from our community hubs in Cardiff, Newport, Swansea, Carmarthenshire, and Wrexham. We partner with a wide range of community, voluntary and statutory sector bodies to increase our impact and ensure our clients can flourish.

***"The Welsh Refugee Council is the beginning of the end of trauma. It's where the running stops and recovery starts"***

We support sanctuary seekers and refugees at the most critical points of their lives. Our work enables people who have been forced to seek sanctuary to find their feet and begin building a life in Wales. We help people find a place to stay, work to support themselves, access English classes, legal advice, and community networks.

We provide safe spaces for young people to play with our Play Project. Our work aims to help people to feel less isolated, more informed, upskilled, integrated and more able to speak up on matters that affect them. Read our [Strategy \(2023-2026\)](#).







# EDI Statement

(Equity, Diversity and Inclusion)

We believe that everyone should be able to achieve their full potential, regardless of their age, protected characteristics, ethnicity, or socioeconomic standing. Our Diversity, Equity, and Inclusion Approach looks at the root causes of inequality and outlines practical ways that we are addressing them.

We have identified systems and structures that can hold people back and we intend to tackle these issues by:

- Expanding pathways to employment
- Identifying training needs of our staff and volunteers
- Facilitating Financial Inclusion
- Diversifying thought and access to power

**[Read our full Equality, Diversity and Inclusion Approach.](#)**

We are proud that a quarter of our staff have come through via our Volunteering Pathway, and over 60% of our staff have migrant heritage.

Working in an environment of diversity and inclusion makes us feel more connected, and our lives richer. We are an organisation that embraces change, and we are always trying to improve our way of working to be more inclusive and equal.



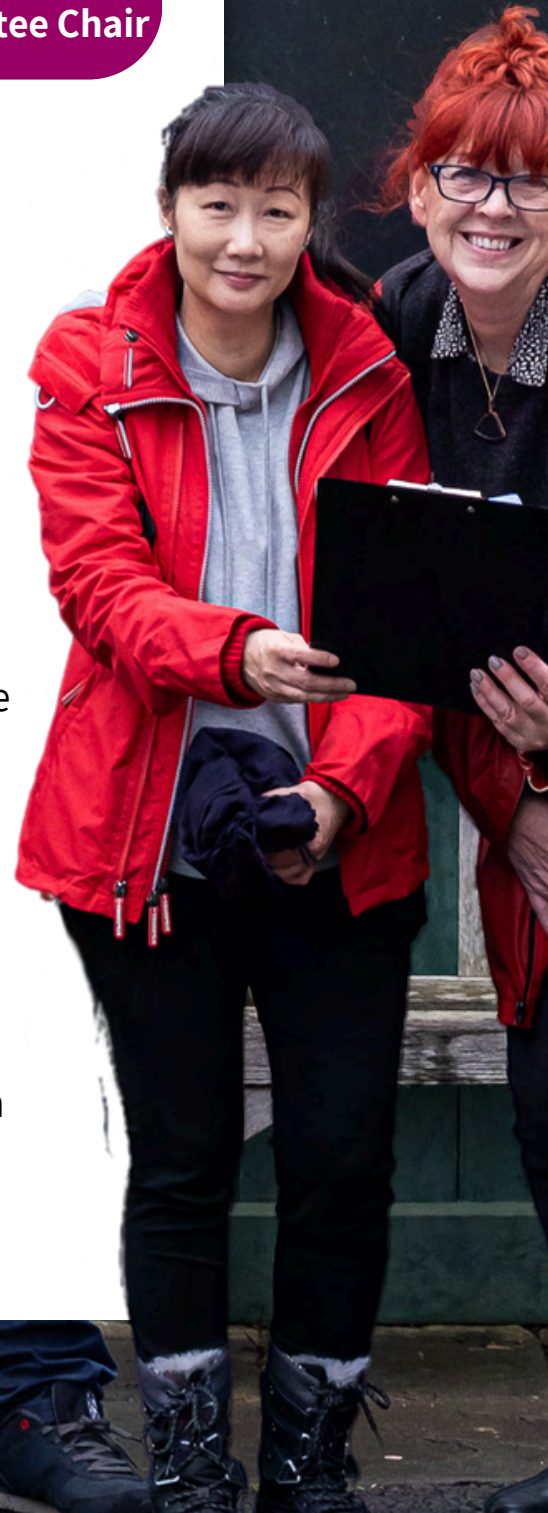
# Organisation Structure



Led by our inspiring CEO, Andrea Cleaver, our team is a dedicated group of 38 FTE staff working across five locations in Wales: Cardiff, Newport, Swansea, Carmarthenshire, and Wrexham. With the policy of Widening of Dispersal, we are excited to increase our reach in 2025.

Becoming a Trustee with the Welsh Refugee Council means stepping into a vital role where you'll help shape our future. You'll play a key part in ensuring we're well-governed, strategically led, and effectively managed. Beyond the boardroom, You'll support our Chief Executive, Chair, and represent us at events and meetings, championing our mission.

We're looking for changemakers who share our passion for supporting and empowering people who have been forced to flee their homes.





# Role Description

## Trustee

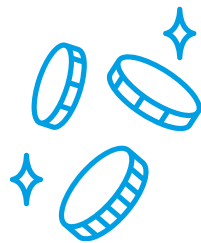
As a trustee, you will play a crucial role in guiding WRC's work in supporting refugees and asylum seekers across Wales, while ensuring the charity remains sustainable, effective, and true to its mission.

### Type of role:



Voluntary, 3 year minimum commitment for a trustee. However we envision attracting a candidate who is committed to the charity long term. Our Board meets 4 times a year, you will be expected to join a subcommittee which also meets 4 times a year.

### Remuneration:



Unremunerated with reasonable out of pocket expenses paid e.g. travel expenses to sites, conferences or developmental activities. We also operate a hybrid model for meetings.

### Location:



The role would mainly be based in Wales with our main office in Cardiff and you will be required to visit on occasions throughout the year. You might be required to visit other locations as an advocate for the WRC. There is no requirement to live in Wales.



# Key Responsibilities

## Strategic leadership:

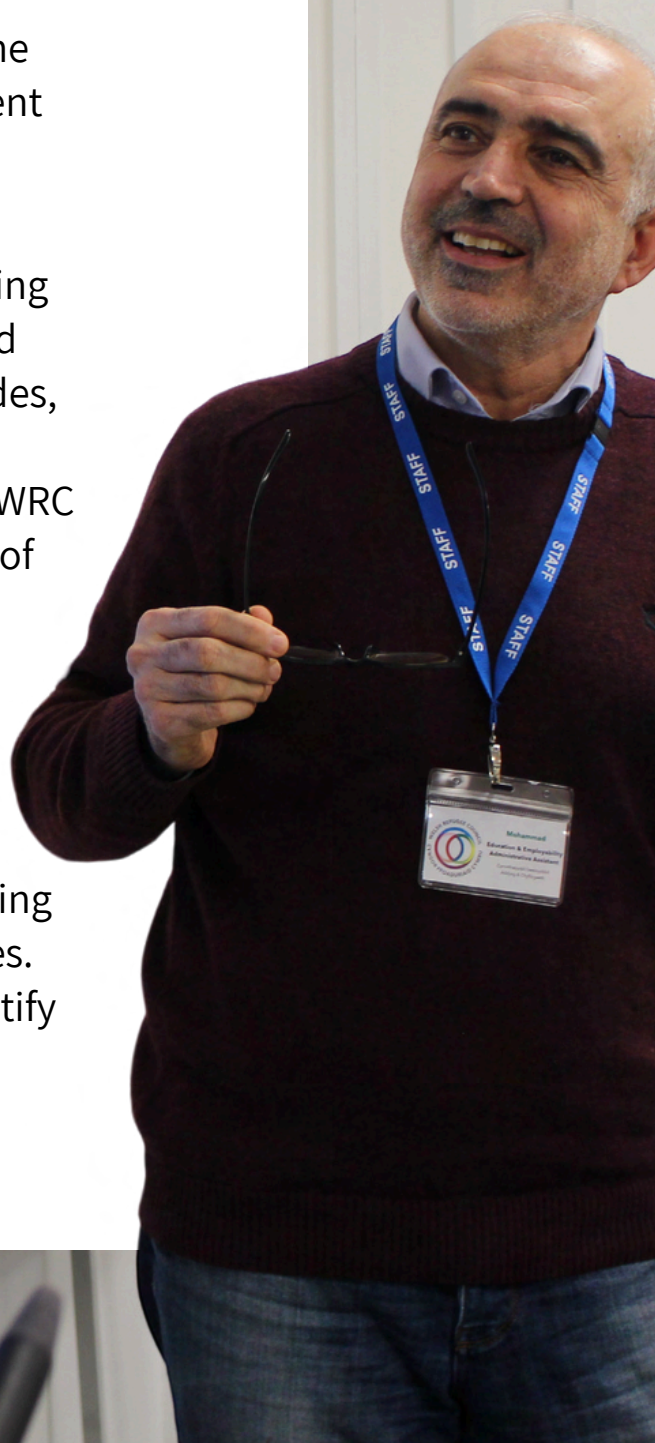
- Actively contribute to the strategic direction of WRC by setting policy, defining goals, establishing priorities, and evaluating performance.
- Participate in monitoring and reviewing the charity's strategic plans, ensuring alignment with its vision and mission.

## Governance and compliance:

- Ensure that WRC complies with its governing documents, charity law, company law, and other relevant legislation, regulations, codes, and guidance.
- Safeguard the reputation and integrity of WRC by acting in line with the Nolan Principles of public life and adhering to the Charity Commission's guidance (CC3).
- Read Board papers in preparation for meetings to contribute effectively.

## Financial oversight:

- Ensure WRC's financial stability by reviewing budgets, accounts, and financial strategies.
- Support efficient administration and identify key areas of financial risk.







### **Specialist contribution:**

- Leverage your professional expertise to support the Board and Senior Leadership Team in decision-making and governance.
- Provide guidance, oversight, and act as a critical friend to the Senior Leadership Team.

### **Representation and advocacy:**

- Act as a positive ambassador for WRC, promoting its mission and values both internally and externally.
- Engage with staff, volunteers, and clients to deepen your understanding of the charity's work and impact.

### **Team collaboration:**

- Work collaboratively with other trustees to maintain a high-performing, inclusive, and effective Board.
- Occasionally participate in working groups, disciplinary panels, or staff interviews as needed.

### **Commitment to learning and improvement**

- Stay informed about WRC's activities and the external environment in which it operates.
- Be open to ongoing training and development in areas such as governance, safeguarding, and financial management.



# Person Specification

## Essential Criteria

### **Experience and expertise**

Proven track record of operating at a senior level in a professional capacity with strategic decision-making responsibilities.

We are particularly interested in candidates with experience in HR, Commercial Business, or Finance. However, we welcome applications from any candidate with strong senior leadership skills and experience that meets our other criteria and who are passionate about our mission.

### **Values**

- Strong commitment to WRC's vision, purpose, and values.
- An understanding of the challenges and experiences faced by refugees and asylum seekers.

### **Governance and compliance knowledge**

- Understanding of charity governance, legal duties, and responsibilities of trustees. (Training will be provided where needed.)
- Ability to work collaboratively and make independent, sound judgments.





# Person Specification

## Essential Criteria

### Strategic thinking:

- Experience in developing, implementing, and reviewing strategies to ensure organisational sustainability and growth.
- Experience identifying, evaluating, and mitigating organisational risks.

### Time commitment

- Trustees are required to attend and prepare for quarterly Board and subcommittee meetings, which will occasionally include face-to-face meetings. An attendance rate of over 60% is expected.
- Trustees should also demonstrate a willingness to engage in occasional working groups or visit project sites as needed.

## Desirable Criteria

- Lived experience of the UK asylum or immigration system.
- Knowledge of the Welsh socio-political and cultural context.
- Previous trustee experience or as a non-Executive Director



# Behaviours

## **Strategic visionary**

Demonstrates a clear understanding of the charity's mission, vision, and goals, and possesses the ability to articulate and communicate a compelling strategic vision to stakeholders.

## **Innovative problem-solving**

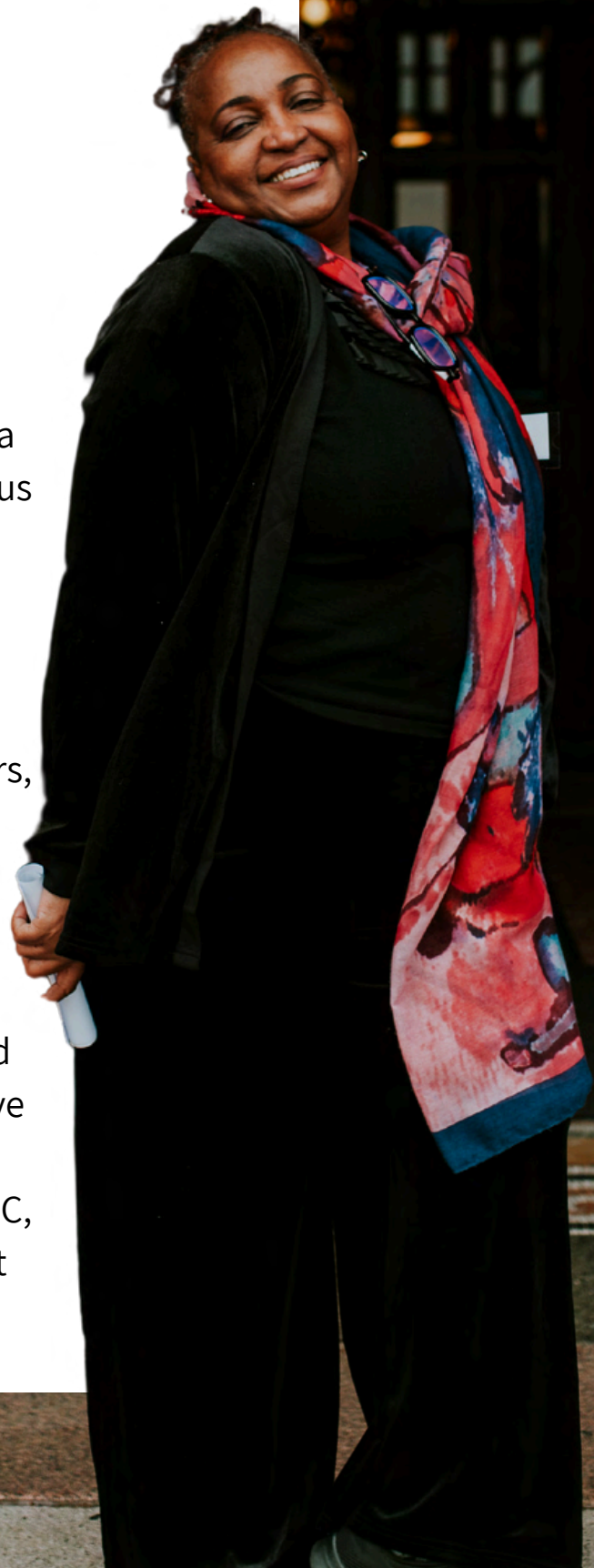
Adapts to changing circumstances and proactively addresses challenges by fostering a culture of innovation, creativity, and continuous improvement.

## **Strategic partnership building**

Cultivates strategic relationships with key stakeholders, including donors, funders, government agencies, and community partners, to enhance the charity's impact and sustainability.

## **Governance**

Ensures robust governance structures and practices are in place, including clear roles and responsibilities, ethical standards, and effective oversight mechanisms. Promotes diversity, equity, and inclusion within the Board and WRC, and upholds high standards of ethical conduct and legal compliance.





# How to apply

To apply for the role please email us with your CV together with a supporting statement (of no more than 1000 words) outlining your motivation for the role, your key skills and experience in line with the person specification.

Email: [recruitment@wrc.wales](mailto:recruitment@wrc.wales)

[Click here for more details on how to apply on the \*\*Welsh Refugee Council's website.\*\*](#)

Please ensure that you have included a telephone number, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

## **Recruitment Timetable**

**Closing date: 1 May 2025, 12:00**

**Interviews: 29 & 30 May 2025**

If you would like an informal conversation about the role with a current board member please contact:

**[lizzie@wrc.wales](mailto:lizzie@wrc.wales)**

