



About Swindon City of Sanctuary (SCoS): SCoS is part of the national City of Sanctuary network. Set up in 2016 as a Steering Group of volunteers, SCoS became a registered Charitable Incorporated Organisation (CIO) in 2018. SCoS seeks to build a culture of welcome, inclusion and support for everyone in Swindon, with a focus on people seeking sanctuary. <https://swindon.cityofsanctuary.org>

“Swindon City of Sanctuary recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.

Swindon City of Sanctuary believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.” Extracts from SCoS Equal Opportunities Policy – latest review March 2021

Applications are welcomed from all sectors of the community. People with experience of seeking sanctuary are strongly encouraged to apply.

The role of a trustee at Swindon City of Sanctuary

What is a trustee?

A board of trustees is a bit like the board of directors of a business. Trustees are legally responsible for their charity, so although our trustee roles are voluntary, they come with a great deal of responsibility. The key duties of a trustee are around Governance, literally how the organisation is run. The main aspects of governance are:

- **Charitable:** working with the rest of the board and the staff to ensure that the charity fulfils its aims according to its charitable objects (charitable objects effectively constitute the mission of each charity, and are registered with the Charities Commission when a charity is set up)
- **Legal:** ensuring that the charity is performing its activities in line with all legal requirements
- **Financial:** ensuring that the charity is meeting its financial obligations and is operating with appropriate financial controls in place

You can read more about the role of a trustee here:

<https://knowhow.ncvo.org.uk/governance/getting-started-in-governance/trustees>

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

In addition, trustees, especially in a small charity like ours, may be asked or may volunteer to get involved with other elements of the charity’s business. This will depend on the amount of time the

individual trustee can commit, their preferences in terms of what they want to do and their skills and knowledge.

What are my responsibilities?

As a Trustee you are jointly responsible for the financial running of the charity and the management of staff and the delivery of our charitable objects. This covers a wide range of skills and experience; however we are currently particularly interested in recruiting experience of any of the below to our existing Board:

Lived Experience of seeking asylum
Fundraising
Human Resources
Campaigning
Community work (ideally within Swindon)
Education
Volunteer Management
Marketing
Governance

Would I get paid for being a trustee?

No – like most trustee roles, those at Swindon City of Sanctuary are voluntary, although we do reimburse travel expenses.

How much time would I be expected to commit?

That's really up to you and your personal circumstances. As a minimum, we'd expect you to attend up to 6 board meetings every year (one every 2 months). These are usually on a Tuesday evening, from 6pm to 8pm. If any of these are an in-person meeting, they will likely be in a central Swindon location. Responsible travel expenses can be reimbursed. If they are on line you will need access to a laptop or smart phone as we use Zoom.

From time to time we have other meetings to discuss decisions that we need to take around the running of the charity. And if you have more time to give, there is plenty to do, but it is very much your decision. A realistic estimate of how much time you might need to commit is anything from 4 hours per month to 8 hours per month, but again if you would like to do more that's fine too.

Where would I need to work?

At the moment, all board meetings are conducted online, but we may move back to face-to-face meetings in time (depending on Covid and government guidance etc). If we do return to face-to-face meetings then these will be in central Swindon.

What qualifications do I need?

You don't need any specific qualifications to become a trustee. Here are some of the things we are looking for:

- Integrity – the role of a trustee is a hugely important one and our board, like that of any charity, must operate with complete integrity at all times

- Commitment – we don't need lots of your time, but the commitment you take on to attend and contribute to meetings is really vital to how we function as a charity, so it's important you get involved whenever you can
- Enthusiasm – we need people who are happy to get involved and who can bring their enthusiasm to our team
- An interest in social inclusion and the issues affecting those seeking sanctuary
- Alignment with our values, which you can learn more about here: <https://swindon.cityofsanctuary.org/aboutus/our-culture-values>

Swindon City of Sanctuary is an equal opportunities employer. As you can imagine given our mission of inclusion, we believe passionately in creating a safe, positive and welcoming working environment for our trustees, staff and volunteers, regardless of their background. People with experience of seeking sanctuary are strongly encouraged to apply.

We will never discriminate (directly or indirectly) against anyone on the grounds of their age, ability, gender, marital status, sexual orientation, race, religion, socioeconomic status / background or any other specific characteristic.

How can I apply?

If you think this could be you, please send a CV and/or a covering email, or you can send us an audio or video recording along with your CV to info@swindon.cityofsanctuary.org

We welcome applicants:

- whose first or additional language is English
- who have a good standard of written English

Please tell us what skills and experience you think you can bring to our charity, to our Chair, Ben Jackson, at Ben@swindon.cityofsanctuary.org