

Trustee Recruitment Pack

Are you someone who is PASSIONATE about creating a Calderdale that is INCLUSIVE and WELCOMING, where people seeking sanctuary are CELEBRATED for their contribution?

Having recently gained charitable status, Calderdale Valley of Sanctuary are at an exciting time of growth and development and are now looking for 5 new motivated and enthusiastic Trustees to join us.

About CVoS

We believe in a Calderdale that is inclusive and welcoming, where people seeking sanctuary are celebrated for their contribution.

Calderdale Valley of Sanctuary is part of the City of Sanctuary movement, which is committed to building a culture of hospitality and welcome across the UK, especially for refugees and people seeking asylum.

We strive to create opportunities for relationships between local people and those seeking sanctuary, leading to greater understanding and support from our community.

You can look at our recent work on our website: <https://calderdale.cityofsanctuary.org/> and our social media channels:

- Facebook: @CalderdaleValleyofSanctuary
- Twitter: @CalderdaleVoS



Future Direction

We are at an exciting stage of development with a growing vibrant network - from community groups to businesses, schools to libraries and more - collaborating to provide support, dignity and welcome to people seeking sanctuary. We know that we need to stand firm in our belief in the need for a welcoming society now more than ever and we would love for you to join us in achieving our vision.

In the year ahead we are keen to expand on work started over the past year including:

- Delivering awareness raising programmes and sessions alongside one of our member organisations (St. Augustine's Centre) to more businesses, schools, communities and other organisations across Calderdale
- Building a strong online presence where people can easily find out about the work of the network, as well as our key messages and vision.
- Continuing to increase our number of members and supporters, providing, the tools and resources they need to actively make a difference for people seeking sanctuary in Calderdale
- Helping more of our members gain a Place of Sanctuary award
- Supporting local Schools to become Schools of Sanctuary
- Leading and organising a full Refugee Week programme of events

Support & Opportunities

- A chance to become part of an organisation which offers support to develop, celebrate and use your skills
- Experience for your CV
- Reference for future employment / opportunities
- Useful and meaningful training
- Networking - meeting new people



Trustee Roles

Calderdale Valley of Sanctuary is looking for trustees to support our work and to lead in the following areas:

Treasurer Trustee

To work with the Chair to

- Monitor the financial standing of the charity and report to the Board regarding cash-flow forecasting, income streams, outgoing expenses and the overarching financial strategy;
- Update the Board of Trustees with a financial report.

Human Resources Trustee

- We are looking for someone with experience and expertise in HR who can help ensure the board of Trustees understands and fulfils its responsibilities in relation to HR and operational policies and procedures;
- Support the board of trustees and help guide us through the next phase of our transformation and growth;
- Ensure policies and procedures are fit for purpose and adhered to.

Communications Trustee

To work with our Communications Officer to

- Create and implement a communications strategy to expand our reach across Calderdale;
- Help to devise and deliver purposeful communications campaigns, tailored to a range of audiences, via a variety of channels. These might include newsletters, events, social media and more.
- Help to identify, produce and write content for marketing materials, blog posts and newsletters.

Schools of Sanctuary Trustee

To work with our Schools volunteer to

- Provide support and direction for our Schools of Sanctuary Stream
- Help to produce and implement a strategy for engaging with more schools across Calderdale and providing support to those schools wanting to be awarded School of Sanctuary status.

Membership Trustee

To work with our Membership Engagement Officer to

- Provide strategic support and direction in relation to how we interact and support our members;
- Showcasing the stories and impact of our members by feeding these to the Communications Officer and Trustee

Commitment

We currently have monthly Trustee meetings lasting approximately 1.5 hours, and envisage a maximum of an additional 4 hours a month depending on the Trustee Role.

If you're interested, but not sure whether it is for you, you can have a no obligation chat with Laura, our Chair - hello@calderdale.cityofsanctuary.org

How to Apply

Please send your up-to-date CV (including contact details for two referees) and a covering letter (set out on no more than 2 A4 pages) outlining why you would like to join the board of Calderdale Valley of Sanctuary, and the qualities and skills you feel you can bring to the role. Send your letter and CV to Laura via email: hello@calderdale.cityofsanctuary.org

We particularly encourage applications from people who have lived experience of seeking sanctuary in the UK.

DEADLINE: 5 PM on Friday, September 2nd

For more information on the role of a Trustee and wider charity governance have a look at this infographic from the Charity Commission focusing on the 6 main duties.

