



RAMFEL Trustee

Fully voluntary and unpaid position

About us:

The Refugee and Migrant Forum of Essex and London (RAMFEL) is one of the largest immigration and asylum advice charities in the UK, supporting refugees, asylum seekers and vulnerable migrants to access justice. An OISC level 3 accredited organisation, we represent clients at all stages of the immigration and asylum process, up to and including the Upper Tribunal of the Immigration and Asylum Chamber.

We also actively campaign for a fairer and more humane immigration system. RAMFEL caseworkers therefore have the opportunity to work on systemic and strategic challenges and support broader advocacy work.

We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, and those who are migrants or refugees, and who have lived experience of the impact of UK immigration policy and/or of rough sleeping. This includes individuals with direct experience or experience gained through supporting family members with the challenges posed by immigration and asylum practices—those who have been or could have been clients of RAMFEL.

Purpose of the role:

Our trustees play a vital role in making sure that the Refugee and Migrant Forum of Essex and London (RAMFEL) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that RAMFEL has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the CEO and senior management to enable us to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on RAMFEL's purpose, vision, goals and activities.
- Review and approve organisation strategies and policies, and monitor and evaluate their effective and efficient implementation.
- Oversee RAMFEL's financial plans, budgets, and statements, and monitor and evaluate progress
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide support and challenge to RAMFEL's management team in the exercise of their delegated authority and affairs.
- Keep abreast of changes in RAMFEL's operating environment.
- Contribute to regular reviews of RAMFEL's own governance.
- Contribute to the broader promotion of RAMFEL's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when trustees will need to be actively involved beyond Board meetings and sub-committees. This may involve providing advice and guidance on new initiatives, reviewing or advising on operational documents (e.g. operational and business plans, new team structures, outreach and engagement events) or other issues in which the trustee has special expertise.



What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. We are furthermore particularly looking for those who can contribute one or more of the following:

- Migrants or refugees, who have lived experience of the impact of immigration policy and practice.
- Expertise in RAMFEL's core service delivery, especially regarding advice or immigration
- Experience of campaigning and/or external communications
- Organisational and administrative skills

Previous governance experience is desirable but not essential and we will provide a full induction to the organisation and the workings of the board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- Enthusiasm for our vision and mission.

What this role offers to applicants

- An opportunity to serve on a high-performing board, contributing to life changing decisions
- Insight and exposure to UK government policy and its development
- Networking opportunities with a diverse range of individuals and professionals
- A leadership role that allows you to demonstrate your capability to make significant and impactful decisions.

This is a fully voluntary and unpaid position. Reasonable expenses will be reimbursement.

Time commitment

- 4-6 board meetings per year, including an AGM, and additional participation in subcommittee(s). These have been typically on weekday evenings, and are held remotely
- 2-3 in-person days, including a board planning away day and some staff- and/or client-facing time
- We estimate that these activities entail approximately around 8 hours a month

Application process

We will only be shortlisting candidates who have submitted a CV and a cover letter explaining their interest in the role will be shortlisted.

Shortlisted candidates will first participate in an informal chat, followed by a formal panel interview.

Deadline for application

Applications need to be submitted by 9th February 2025 at 11.59pm.