

THE CHARITY SETTLED IS RECRUITING THREE TRUSTEES (NON EXECUTIVE) FOR ITS BOARD

WHY WE EXIST AND INFORMATION ABOUT SETTLED

Settled was set-up as a charity in July 2019 to provide information, advice and support to vulnerable EU citizens living in the United Kingdom, so that they can lawfully continue to live, work and remain united with their families after the departure of the United Kingdom from the European Union.

EU citizens must make an application to the EU Settlement Scheme by 30 June 2021. Settled endeavours to reach vulnerable European citizens, inform and support them in their application so that they are not left without rights post Brexit. SETTLED will continue supporting them as the Settlement Scheme unfolds.

ABOUT US:

Settled believes that EU citizens who have made their home in the UK should be allowed to continue to do so lawfully, safely and successfully.

We are a multinational team of well informed and dedicated professionals and volunteers. Our outreach ensures that our beneficiaries enjoy expert practical advice and support in 15 European languages. Thanks to over 100 volunteers, we understand the needs and concerns of vulnerable EU citizens at risk of being left without rights from the immigration policies of the United Kingdom following its departure from the European Union. Without being dramatic, we aim to avoid another Windrush scandal with EU citizens this time.

About the trustee role

Should your application be successful, you will join a small team of trustees who are passionate about supporting the rights and wellbeing of EU citizens in the UK after Brexit.

We have a detailed role description and person specification over the next few pages to help you understand the requirements of the role.

The main purpose of our role:

As trustees at Settled, we are volunteers with a specific legal responsibility to:

- o Ensure the aims and objectives of Settled are being met
- o Act in the best interest of the charity
- o Manage responsibility for what we have (our people, our money etc)
- o Act with reasonable care and skill

You can find more information about being a charity trustee from the [charity commission](#).

What you will gain:

- o An insight into how a charity runs, particularly how a charity board runs,
- o A sense of pride when hearing about the difference our services make and that you have had a role in preserving the rights of EU citizens in the UK,
- o Confidence in building relationships with a wide range of people,
- o An opportunity to use your skills, knowledge and experience to the benefit of the charity.

Being a trustee is a voluntary role and is not paid, but expenses including for travel are reimbursed.

You will receive a full induction to help you in the role at Settled CIO. In addition, where there is a training need, a range of training courses are on offer. You'll need to commit time and energy to attend these, building up your knowledge so that you feel confident in the role.

Trustee Person Specification

KEY SKILLS

- o knowledge of and ability to carry out the core responsibilities of being a charity trustee
- o able to think about the 'bigger picture' and longer term (5 years ahead) as well as think about the 'here and now' (being strategic versus being operational)
- o act as an ambassador for Settled, promoting our work to friends and colleagues
- o able to comment, challenge or question in a way that is helpful, supportive and constructive
- o be timely and clear in your communication on and around meetings or projects

QUALIFICATIONS AND EXPERIENCE

You will have:

- o Financial management skills or experience in IT or community organising,
- o Experience of working in senior teams, preferably at board level,
- o Experience of volunteering/working in the voluntary sector

Experience working in the field of immigration would be an advantage.

PERSONAL ATTRIBUTES

- o integrity and honesty
- o proactive
- o a demonstrable commitment to Settled's aims and values

- o team player, flexible and adaptable
- o willingness to learn about immigration issues.

TIME COMMITMENT

- o currently, a 90 minute board meetings monthly or every two months (currently online)
- o one to two away-days per year, a mix of week days and weekends (currently online meetings)
- o optional one hour sub-committee meetings (monthly, currently online)
- o prior to meetings spending about one or two hours reading and absorbing information, reflecting and discussing by telephone
- o follow up to meetings – reading and commenting on minutes, carrying out any agreed actions

RESTRICTIONS

- o over 18
- o not bankrupt
- o subject to satisfactory DBS check and references
- o not excluded by Companies House or Charity Commission
- o conflicts of interest that would be so significant as to undermine the role in general, such as was a member of a group that discriminated against people based on gender ethnicity or nationality.

[Role Description](#)

ROLE DESCRIPTION: Trustee
REPORTS TO: Chair of Trustees

ACCOUNTABLE TO: EU citizens in the United Kingdom
Charities Commission and Companies House

SUMMARY:

Settled is soon to embark on a new three-year plan that takes the charity through to 2023, increasing our reach and impact for EU citizens living in the United Kingdom. The Board supports the vision and mission of the organisation that EU citizens should continue to lawfully live, work and be united with their families in the United Kingdom post the UK leaving the European Union.

The trustees main accountabilities will be:

Vision and Mission

- o To uphold the values of the charity,
- o Promoting and developing the charity in order for it to grow and maintain its relevance in supporting EU citizens in the UK,
- o To support decisions that are in the best interest of service users, donors, volunteers and stakeholders at all times
- o To take big strategic decisions

Compliance, quality and effectiveness

- o Support development of policies that further the aims and objectives of Settled and to monitor their success
- o Ensure compliance with our memorandum and articles
- o Ensure Settled's accountability and legal obligations
- o Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects and its activities meet accepted standards and policies
- o Ensuring resources are used in an efficient and cost effective manner
- o Maintain effective board performance
- o Remain aware of the legal responsibilities and liabilities of trusteeship and act in accordance with liabilities
- o Manage/declare any personal conflicts of interest.
- o Strive for best practice in governance.

Next steps

You've read the pack, and you:

1. Feel inspired by the work of Settled
2. Have read the role description and person specification and feel you could make a good trustee

It's time to apply with a short CV and a statement explaining why you are the person to be Settled next trustee treasurer. **PLEASE SEND YOUR APPLICATION BY 4TH JANUARY 2021 to trustees@settled.org.uk .**

The next steps are:

- All applications will be reviewed against the role description and person specification by a small team of trustees and the CEO by mid January 2021.
- Everyone will be contacted by email or phone with regards to the success of your application at this stage and you'll have the opportunity to get feedback if you are not successful.

- If you have been shortlisted, you'll be invited for a one hour interview with two trustees and the CEO during the week starting 11 January 2021. Please advise us in your application if you cannot make those dates.
- A decision will be made within a week of the interview and if you are successful you'll be asked to attend your first trustee meeting to be held on 17th February.
- If you have any question, please contact us at trustees@settled.org.uk