



Join our Board of Trustees

About Conversation Over Borders

We bring forcibly displaced people together with the communities around them to build connection, friendship and help them learn from one another.

1. We run a nationwide 1-1 mentoring project, for practising English and fostering social connection.
2. We run a culturally sensitive, refugee-led mental health service, offering peer and 1-1 support in Arabic, English, Ukrainian and Farsi
3. We refurbish and redistribute phones, laptops and tablets to digitally excluded displaced people, to connect them with the online world.
4. We campaign by amplifying the voices of people displaced by war and persecution and helping them to share their stories with the wider public.

After 4 years of rapid growth, we are at an exciting stage in our journey, as we convert the organisation to a Charitable Incorporated Organisation (CIO) model. We have recently appointed a Chair, who shares our vision for an equitable and inclusive UK for forcibly displaced people, and are now seeking to build out a team to drive forward our development.

We are an equal opportunities employer and committed to leading by lived experience. If you would like to talk to someone about this role or your experience ahead of applying, or if we can do anything to make the application process more accessible, please contact Neha on chair@conversationoverborders.org.





Trustee duties

Trustees are volunteers who play a critical role in the overall governance of the charity and in setting and monitoring our strategy. You will be required to attend and contribute to quarterly board meetings, using your personal skills, experience and attributes to help us to support our staff, community and fellow Trustees in delivering the core purpose of the organisation.

- To commit to and actively promote Conversation over Borders' [vision and values](#)
- To safeguard the good name and reputation of the organisation
- To ensure the financial stability of the organisation and its efficient administration
- To act as a 'critical friend' to the Senior Management Team, offering guidance, support, and constructive challenging
- To represent Conversation over Borders internally and externally, and be a positive ambassador for the charity.

What we offer

- Expenses will be reimbursed for travel and subsistence for any in person meetings or away days
- Co-mentoring from other Board Members for people with lived experience of displacement
- Mentoring and support with your application from the Experts by Experience Employment Network
- Professional references
- A friendly and dynamic team!

About you

We are seeking individuals who have a strong empathy and alignment with our work and vision and share our values and commitment to social and racial justice.

At this stage in Conversation Over Border's journey, we seek individuals with **lived experience of forced migration and/or fundraising, finance, legal, monitoring and evaluation** knowledge and expertise to help us develop and build a solid foundation and support our 3-5 year goals.

Our aim is to be a lived experience led organisation. We recognise that individuals bring different types of expertise to our team: both learnt and lived experience. If individuals serving as Trustees do not have lived experience of forced displacement, but have other skills and experience that would help the organisation at this exciting point in our development, they may be asked to mentor someone with lived experience for the duration of their term as a Trustee, in order to support a mentee in taking on a governance role at the end of their term.

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for independent and confidential support for your application from the Experts by Experience Employment Network (www.ebeemployment.org.uk). Please complete [this form](#) to request support and they will confirm if they can match you with a mentor to support your application.



Time commitment

- Preparation for, and attendance at quarterly board meetings: usually 2 hours long, held between 5-7pm on a weekday. (online)
- Annual General Meeting (online)
- Attendance at an annual strategic away day, usually held on a Saturday (in person).
- Act as a Trustee link to designated key staff member to provide ad-hoc mentoring and support (online).
- Attend regular sub-committees and working groups based upon skill contribution (online).
- Trustees are required to attend safeguarding training and may be asked to attend other relevant training related to their roles from time to time (online or in person)
- Appointment is normally for a term of three years, which may be renewed, to total a maximum of two terms.

Roles and responsibilities

- Set the charity's mission, policies and strategy
- Ensure the charity is meeting the needs of the people it is set up to help
- Read, follow and be familiar with and follow the charity's constitution and policies and ensure the charity's work and staff comply with these
- Be careful of the charity's reputation and not to do anything that could cause it harm or damage
- Ensure the charity has enough money to deliver its purpose and activities
- Use money and resources well and only to further the the work of the charity
- Work to high ethical standards and act with accountability and transparency
- Be clear about what decisions are made and why, keep good records, e.g. of money coming in (income) and money going out (expenditure)
- Identify, understand and manage conflicts of interest (recognising and understanding personal interests and making sure that the charity is always put first)
- Uphold the requirements of statutory law and Charity Law (regardless of being registered or not) and comply with any agencies that the charities is accountable to, including the Charity Commission and any other relevant bodies (e.g. Companies House)



- Trustees of registered charities need to report annually to the Charity Commission on their finances and on how the activities of their charity are meeting the public benefit as stated in their governing document
- Comply with relevant laws on health & safety, equal opportunities, employment, etc.



If you feel like you would be a good fit for our organisation, please apply **before the 2nd September**. We will be considering applications as they come in and holding two rounds of interviews: in the week commencing 19th August and the week commencing 9th September.

We encourage early applications and reserve the right to close applications early, if all the roles are filled.

Please [apply here](#), by attaching a CV (a summary of your work, volunteering and education history) and cover letter (a couple of paragraphs about why you would like to do this role, and what skills or experiences you have that you feel make you a good fit).