



## **Trustees Wanted**

*Individuals with lived experience of seeking Sanctuary are strongly encouraged to apply.*

### **About Manchester City of Sanctuary**

**City of Sanctuary** is a national movement aiming to **inspire, maintain** and **perpetuate** a **culture of welcome** in our towns and cities. We are seeking some more trustees to join our 4 current trustees. We aim to embody the culture of warmth, kindness and welcome that we want to see in our city, and as such this is an exciting opportunity to be part of a growing and dynamic local Manchester group.

Manchester City of Sanctuary aims to **welcome, uphold** and **celebrate** a sense of **human dignity** in our members. We do this by holding fun social events, like our 'party in the park' this summer, regular 'conversation clubs' where local Mancunians and Sanctuary Seekers can meet, film nights and other activities too. The Sanctuary Seekers who work with us often comment on how **refreshing, fun and supportive** our group is. The applicant would be part of organising, delivering these events or networking and partnering with other organisations.

The applicant should have a strong dedication to our **core values**, which can be found in the description of the trustee role below. The work that city of sanctuary does is hugely valued by its beneficiaries, with **100%** of them saying that they **would recommend** our work to friends. The post of trustee is therefore one that will be rewarding, informative and enjoyable as well as extremely valuable to the future of Manchester City of Sanctuary. There are more details about the post itself below as well as outlines for specific roles that we are recruiting for.

If you wish to learn more about our work, you can visit:

cityofsanctuary.org/Manchester, find us on facebook and twiteer @ManchesterCoS

### Role Description

We are looking for new trustees who are dedicated to our core values: Welcome, showing consistent kindness, providing a safe space, inclusivity, provide opportunity, awareness raising, advocacy, patience, mutual respect, empathy and social fun.

**We are specifically looking for trustees with knowledge of finance, HR, risk management, governance, fundraising and strategic planning.**

Applicants should send a CV to show experience and a cover letter that answers these three questions:

Why do you want to be part of Manchester City of Sanctuary?

What skills can you offer the organisation?

How will you use those skills to help the organisation?

If you prefer you can use our application form below.

**Opening Date:** 4th December

**Closing Date:** 5<sup>th</sup> January

**Short List:** 8th January

**Interviews:** w/c 8<sup>th</sup> January, 6-8pm, TCRC, Longsight, M13 0LN

# Trustee Application Form

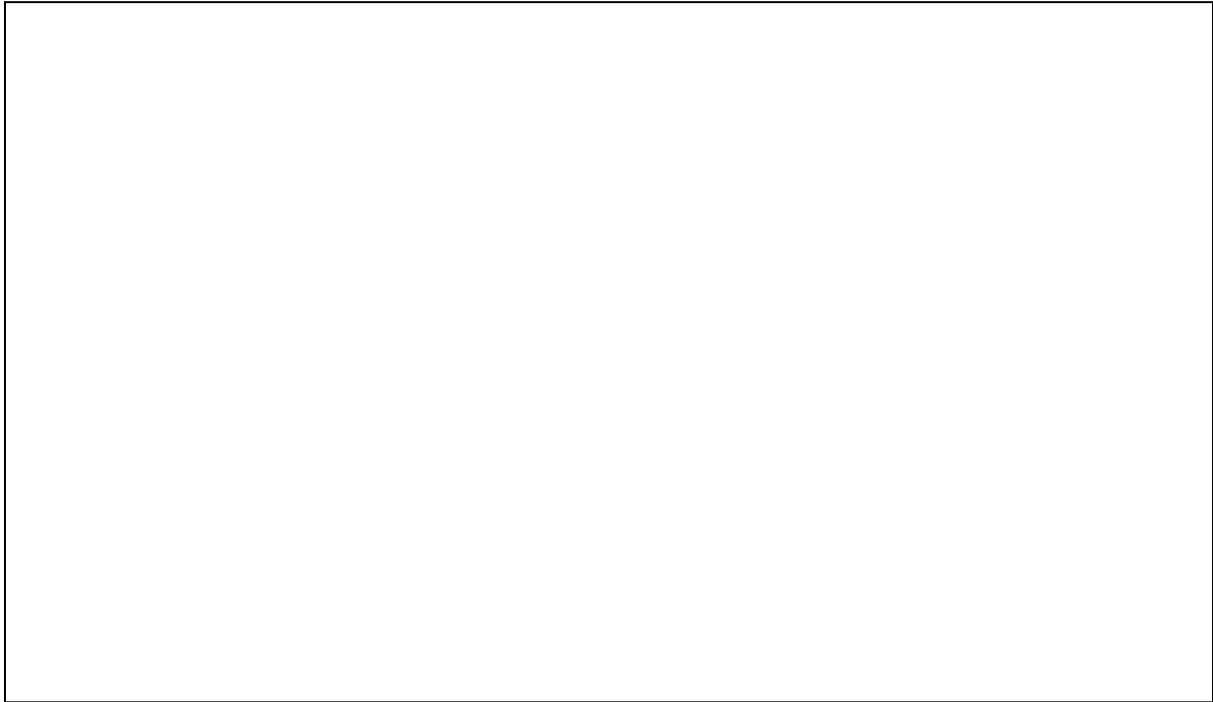


**Name**

**Contact Details**

**Why do you want to be a trustee?**

**What would you bring to Manchester City of Sanctuary as a trustee?**



**How would you use these skills?**



## **A bit more about City of Sanctuary and the role of a trustee**

### **Trustee responsibilities:**

To be a Trustee of an organisation is an exciting and fulfilling role. The role of a Trustee is to ensure that City of Sanctuary Manchester fulfils its duty to its beneficiaries through ensuring we deliver on our vision, mission and values as well as creating, maintaining and presenting detailed and well organised financial records.

### **Our Vision:**

That Manchester could be a place of unconditional welcome for those who seek Sanctuary here from lives of torture, war and persecution.

### **Our Mission:**

- i. To advance the education of the public in general, especially in Manchester and Greater Manchester about the issues relating to refugees and people seeking asylum or sanctuary.
- ii. To advance education and relieve poverty and financial hardship amongst refugees, people seeking sanctuary, and people refused asylum in the UK, and their dependents, residing in Manchester, and Greater Manchester.
- iii. To provide facilities for training, recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities.
- iv. The promotion of equality and diversity for the public benefit by promoting activities to foster understanding between people from diverse backgrounds.

### **The statutory duties of a trustee are:**

- To ensure the organisation complies with its governing document – the constitution.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy,

defining goals and setting targets and evaluating performance against agreed targets.

- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation where appropriate and to ensure the proper investment of the organisation's funds.
- If the organisation employs staff, to appoint the line manager and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. All Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

