

IRMO's Trustee



## About IRMO

For over 40 years, IRMO has been led by and for the Latin American community, building deep ties and trust across the UK as we fight for a future where everyone can access their rights, live free from poverty and discrimination, and pursue their aspirations without barriers.


Everything we do, from front-line services to advocacy, aims to enable the development, agency and participation of all Latin Americans and Spanish and Portuguese-speaking migrants, including asylum seekers and refugees, as they settle and build their lives in the UK.

To address the daily discrimination and intersectional challenges that our communities face, we provide wrap-around support tailored to the unique needs of individuals and families, including high-quality advice and casework and development opportunities for all ages.

All of our services are culturally sensitive, delivered in Spanish and Portuguese, and are directly informed by the lived experiences of those we serve. We also advocate for long-term social and systemic change through advocacy, independent research and effective partnerships. Learn more at [www.irmo.org.uk](http://www.irmo.org.uk)




## What we do




### Advice

Our experienced advisers provide confidential advice and casework on immigration, welfare benefits and housing to prevent crises and support our community to access rights and entitlements. We also provide support to access healthcare services.




### Education, Training & Employment

Our programme includes English classes, vocational courses and workshops on key employability skills to support progress in the labour market and broader participation in the community.



### Children & Young People

Our youth programme includes English classes, mentoring, workshops and trips to support kids of all ages. We also offer advice and advocacy on access to education and key family services.



### Advocacy, Research & Campaigns

We address structural inequalities through campaigning, community organising, inter-sectoral collaboration and advocacy work at local and national levels. We also promote more effective responses through research on key issues.



Unit 9, Warwick House, Overton Road • SW9 7JP • London

## Trustee Role Description

<b>Term</b>	Minimum commitment of one year; maximum term of five years.
<b>Commitment</b>	4 to 5 hours per month plus board meetings every two months.
<b>Remuneration</b>	The role of Trustee is voluntary. There's no financial remuneration but some expenses can be claimed.
<b>Application</b>	We encourage candidates to apply as soon as possible and not later than 26 October, as applications will be reviewed on a rolling basis

## Being a Trustee

IRMO's Board of Trustees is made up of six to nine Trustees, who work together to ensure the charity is run properly. As a trustee, you will have the opportunity to support IRMO's strategic development and oversee its finances. Trustees meet every two months (usually online in the evening) and are asked to commit an additional eight to ten hours between meetings to follow up on actions and provide advice and input on strategic documents and areas of work relevant to their areas of expertise.

## General Responsibilities

- Stay up to date with and assess the political, economic and social contexts that affect IRMO's work
- Support the development of and approve IRMO's key strategic documents
- Annually review and approve IRMO's budget
- Review, update and approve major policies
- Approve salaries, benefits, terms and conditions for staff
- Ensure that IRMO's financial structure is adequate for its current needs and long-term strategy
- Ensure that the organisation has the necessary resources in place to meet its long-term goals
- Ensure that the Board of Trustees is adequately informed of the condition of the organisation and its operations
- Ensure that published reports adequately reflect the nature of the services and the financial condition of the organisation

- Approve major actions of the organisation, such as capital expenditure over authorised limits and major changes in activities and services
- Review staff results in relation to IRMO's aims and objectives, as well as annual and long-term goals
- Appoint, supervise, support, and appraise IRMO's CEO
- Provide candid and constructive criticism, advice, comments and praise
- Ensure that the CEO has established appropriate policies to define and identify conflicts of interest throughout the organisation and are administering and enforcing those policies
- Appoint independent examiners/auditors subject to approval by members
- Ensure compliance with relevant legislation affecting the organisation
- Annually review the performance of the Board of Trustees and take steps to improve its performance

## Person Specification

- Commitment to IRMO's mission, values and vision
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Understanding of the challenges facing small to medium UK charities
- Willingness to devote the necessary time and effort to their duties
- Integrity
- Strategic vision
- Good, independent judgement
- Ability to work effectively as a member of a team
- Excellent networking, influencing and communication skills
- Personal/professional networks that will enhance IRMO's positioning
- English (essential), Spanish and/or Portuguese (desirable)
- Knowledge and experience in one of the following areas is also desirable: Corporate and Major Donor Fundraising, HR, Finance, Monitoring and Evaluation, Campaigning and Community Engagement.

## How to apply

To apply, please send your CV and a covering letter to [people@irmo.org.uk](mailto:people@irmo.org.uk). In your letter, outline why you are applying for the role and how your skills, experience and knowledge meet the role description and the specifications.

**We encourage applicants to apply as soon as possible, as applications will be reviewed on a rolling basis.**

Following the submission of your application, we will be in touch to let you know if you have been shortlisted to attend an interview.

Please note that applications are for candidates for our board of trustees only. Should your interview be successful, we will invite you to attend IRMO's AGM on the 8th of november, where IRMO's members will vote to elect candidates to IRMO's board.

We particularly encourage individuals from the Latin American community to apply.

If you want to discuss your application, please contact Lucila Granada, Chair of our Board of Trustees, at [lucila.granada@irmo.org.uk](mailto:lucila.granada@irmo.org.uk).

