**Role description: Trustee**

*Role summary*

We are looking to expand our board and would like to appoint two new trustees. We are a small charity and our current trustees play various roles within the organisation, some taking a more traditional trustee role and some being more hands on with the work we do. All our trustees have good involvement with our case load as well as strategic decision making.

This is an exciting time for the organisation as we have recently seen a rise in the number of cases we are able to take on and in the types of work we carry out. This is in part due to new partnerships and grants received for our work. Our current focus is building our capacity and improving our offer to clients as well as looking at securing longer term funding.

*What we’re looking for*

Prospective trustees should be:

* Enthusiastic and have an interest in refugee related issues
* Willing to take an active role in the organisation
* Confident in taking part in meetings
* Competent with IT as much work is carried out remotely via email

We are particularly keen to hear from candidates with the following:

* Lived experience of the family reunion process in the UK
* Work or voluntary experience with refugees and asylum seekers
* Knowledge of income generation and development in the third sector
* Experience of developing relationships with businesses and/or partnership working
* Marketing and/or fundraising experience

*About Together Now*

Together Now is dedicated to enabling and supporting refugees in the UK to be reunited with their families. Since 2010 we have supported 102 families with the family reunion process, reuniting over 260 people. Currently our key focus is assisting clients who do not meet the vulnerability criteria for the British Red Cross programme or clients from Freedom from Torture Manchester who require significant additional support. Our referrals and capacity have increased significantly as of 2016. From 2010 to 2016 we reunited on average 6 families per year. In our last financial year we supported 40 families.

We have four main programmes of work:

* Support for clients to maintain familial links during the asylum process
* Providing support for families in applying for visas
* Travel for families coming to the UK
* Post arrival grants for newly arrived families

Our aim is to have supported 200 families in by 2020.

*How we work*

We are a small and agile organisation and the informal style of our board reflects this.

As trustees have an involvement in approving cases we take on there are simple and quick processes set up to allow this which means we can meet client’s needs and the timescales they’re working to. All of this work is done remotely via email or phone as needed.

Our board meets between three and four times a year in Manchester. One of our trustees is based overseas and as such there is usually provision for us to have people join the meeting remotely over Skype.

We would ideally be looking for someone who could join meetings in person but for the right candidate can look at making appropriate arrangements.

*Application process*

If you’ve any questions or would like to know more about how we work please email: amy@togethernow.org.uk

To apply please email a CV and covering letter explaining how your skills and experience match the requirements for the role to enquiries@togethernow.org.uk.

Closing date 24th August 2017

Although there is no formal interview process we would like to arrange for prospective trustees to meet one or more current board members.