



## Trustee Role

### Description and Specification

*Position posted Sep 2025*

Swansea City of Sanctuary are currently recruiting a volunteer Trustee to join the board of Trustees. We're looking for people with a variety of skills and interests, but all our Trustees must have a clear and strong support for sanctuary issues, in line with our charitable objects.

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### About Swansea City of Sanctuary

Welcome to SCoS and thank you for considering becoming a Trustee!

We are a network of people and organisations in Swansea working together to promote a culture of welcome for all, especially refugees and asylum seekers looking to rebuild their lives here. We are part of the wider movement organised by City of Sanctuary UK.

The Trustees, together with our volunteers, work to make Swansea as welcoming as can be. We host regular co-ordination and networking meetings to promote cross-group dialogue, form shared messages to influence local policies and culture, and platform the voices and experiences of local refugees.

We promote community cohesion by holding or supporting positive, welcoming events with local organisations and people. At events across the city, we have been finding ways to help anyone feel welcome and to share stories of how refugees have contributed to our society.

The Sanctuary Awards stream is an initiative developed by City of Sanctuary UK to enable organisations to learn about asylum issues, embed a culture of welcome, and then share their learning and practice. We contribute to this initiative in Swansea by providing support to applicants and by participating in assessment panels for the awards. Swansea has a number of award winners, which include schools, museums, art galleries and churches. Encouraging organisations to apply for an award in one of the streams of sanctuary is one of our major objectives.

As we celebrate 15 years of success, we are entering into an exciting period at SCoS. We have just achieved charity status, reaffirming our vision to make Swansea a place of welcome and community. As a new Trustee, you would help us shape that vision and make it reality.



## Trustee Role Description

Our Trustees work together using their skills and personal experiences to advance the objects of the charity as a board of Trustees. The Trustees are all volunteers who share responsibility for all aspects of governance of the organisation.

The purpose of the board of Trustees is to set priorities and strategic vision for the charity while monitoring that its operation meets its charitable objects for the public good. The board also provides oversight of the charity's activities and policies, monitoring and evaluating their implementation.

All Trustees and are responsible for:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

## Eligibility



You are not eligible to be a Trustee for Swansea City of Sanctuary if you:

- Are under the age of 16
- Have been convicted of a crime involving dishonesty or deception; including money laundering, bribery or misconduct of office
- Are currently bankrupt or subject to bankruptcy on an interim order
- Have been removed as a Trustee, charity officer, agent, or employee due to misconduct or mismanagement
- Are subject to a debt relief order, a debt relief restriction order or interim order
- Are disqualified from being a company director
- Have made a composition or arrangement with creditors, or granted a trust deed for creditors.

## Benefits of volunteering with Swansea City of Sanctuary

You would be an integral part of supporting our aims to promote a culture of welcome for all, especially refugees and asylum seekers looking to rebuild their lives here

You will be working with a group of like-minded people who want a better world.

You will gain experience & understanding of a wide range of important issues

## Expenses

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties. This includes travel to and from meetings and food/refreshments at evening or weekend events. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line

## Equality and Diversity Statement

As a group that promotes welcome, we are committed to promoting an inclusive environment in which anyone who shares our values is welcome.

We especially welcome enquiries and applications from people who have lived experience of seeking sanctuary. It is important to us that the charity is and remains led by people who have sought sanctuary in the UK and especially in Swansea.

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## Apply

Please email us at [swansea@cityofsanctuary.org](mailto:swansea@cityofsanctuary.org) with an expression of interest. Include a summary of your relevant experience why you feel you would be suited to the role.