



THE AIRE CENTRE
Advice on Individual Rights in Europe

Trustee Recruitment Pack - June 2018

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Introduction from Our Chair of The Board of Trustees

Thank you for your interest in becoming a Trustee for the AIRE Centre.

The AIRE Centre was established in 1993, with the remit to make sure that the most vulnerable and marginalised people are treated fairly and are protected by European Law.

We defend migrants' rights by providing free legal advice and representation and supporting practitioners and decision makers at every level, to apply European law fairly and correctly.

We do this by:

- Giving **free legal advice** to people in need and their representatives, as well as representing them in tribunals and courts
- Where we see there are larger problems that impact groups of people, we undertake **strategic litigation**, either by representing client ourselves, or as third-party interveners in the higher domestic courts, the European Court of Human Rights or the Court of Justice of the European Union
- **Training** lawyers, judges and voluntary-sector organisations to better understand EU law and the European Convention on Human Rights
- **Advocating policy** at all levels by speaking at conferences, publishing reports and engaging with the media to influence those who make decisions to pay attention to the problems impacting victims of human rights violations

This year will be our 25th anniversary, not only are we celebrating this milestone but are looking forward to continuing to assist those individuals and organisations seeking our assistance. We recognise that we can only continue our work with the assistance of our funders, partner organisations and other lawyers, and seek to build on our success by increasing the impact we have.

This Trustee recruitment pack provides further information about the AIRE Centre and the work that we do, along with details on the trustee roles required and of how to apply.

Duncan Price
Treasurer/Acting Chair of Trustees, The AIRE Centre

About Advice on Individual Rights in Europe (The AIRE Centre)

The AIRE Centre's **Vision**: For all people to enjoy their rights under European law.

The AIRE Centre's **Mission**: To promote awareness of European law rights and assist marginalised individuals to assert those rights.

To achieve this Vision and Mission the AIRE Centre has two main activities: advice and litigation.

The AIRE Centre's main objectives are:

- (a) To promote the benefit of the public the sound administration of the law among states which have ratified the European Convention for the protection of human rights and fundamental freedom ("the European convention") and / or the treaties establishing and regulating the European Union ("the EU treaties") in particular but without limitation) by providing specialist legal advice and representation to people who are unable to obtain legal representation with their own resources, in cases where it is apprehended that the law of any such state is in breach of its obligations under the European Convention or the EU treaties.
- (b) To relieve poverty by providing legal representation and / or advice to persons who are unable to obtain legal representation with their own resources.
- (c) To advance the education and training of the public (and particularly but without limitation the judiciary and members of the legal profession) in international and human rights law having regard in particular (but without limitation) to the European Convention and the EU treaties.

The AIRE Centre's Strategic Objectives for 2015-2018 are:

1. To ensure respect for the rights protected under the European Convention on Human Rights, the Charter of Fundamental Rights of the European Union and related instruments under Council of Europe and EU law, particularly in relation to migration and human rights.
2. To increase awareness and knowledge of rights protected by European migration law and related European law.
3. To maintain specialist expertise on EU law on the free movement of persons, share that expertise and apply it to protect the rights of migrants.
4. To provide high quality legal services to our clients and partners and to ensure that we are an efficient, professional and sustainable organisation

Background of the Role

Our Trustees work with the Chief Executive to take overall responsibility for The AIRE Centre, acting collectively in its interests by giving strategic direction and determining our mission and vision.

They make decisions required for The AIRE Centre's control and management, ensuring compliance, good governance and adequate financial resources for our services and protect our assets and property. They also ensure we manage risks carefully, act as a responsible employer and uphold the principles of equality and diversity.

The AIRE Trustee Board consists of the chairperson, vice-chairperson, treasurer and up to 7 members. The Board members act both as charitable trustees and directors of AIRE, which is a company limited by guarantee as well as a registered charity.

We are now actively seeking new trustees for our Board, with particular skills in the following areas:

- Chair of the Board of Trustees
- Fundraising and Communications
- ITC
- Legal

Trustees are the people responsible under the governing document of The AIRE Centre and for controlling the management and administration of The AIRE Centre.

The role of a trustee is:

- to ensure that The AIRE Centre complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that The AIRE Centre pursues its objects as defined in its Memorandum and Articles of Association
- to maintain proper financial control and ensure that The AIRE Centre applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of The AIRE Centre
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- to promote The AIRE Centre
- to act in the best interests of the charity, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has, to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of The AIRE Centre in mind.

Additional responsibilities (Chair of Board of Trustees)

- providing leadership for the board of trustees in their role of setting the strategy and policy of the organisation
- planning the annual cycle of board meetings and set the agendas
- chairing and facilitating the board meetings
- giving directions to board policy making
- monitoring that decisions taken at board meetings are implemented
- representing the organisation at appropriate events, meetings or functions
- acting as a spokesperson for the organisation where appropriate
- liaising with chief executive / senior paid staff member to keep an overview of the organisation's affairs and to provide support as appropriate
- reviewing and appraising the performance of the chief executive / senior paid staff member
- sitting on appointment panels as required
- acting as final stage adjudicator for disciplinary and grievance procedures if required
- attending and being a member of other committees or working groups when appropriate in the role as Chair

Person specification (specified roles)

Chair of Board of Trustees

- Experience of operating at a senior strategic leadership level within an organisation
- Strong leadership skills
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Significant experience of chairing meetings

Fundraising and Communications specialist

- Experience as Head of Fundraising overseeing a range of income streams, or senior level experience in Individual Giving, Major Donor and/or Corporate Fundraising.
- Good working knowledge of digital marketing trends.
- Ability to analyse risks and opportunities and take a balanced approach to both.
- A commitment to the organisation.

ITC specialist

- Experience as Head of ICT with significant project management experience and implementing ICT systems
- Working knowledge of data protection regulations
- Demonstrable experience in strategic and operational ICT management
- Advise on appropriate technology and infrastructure to support the Charity in achieving its strategic and business objectives

Legal specialist

- A qualified lawyer, with experience of at providing legal advice internationally on a diverse range of issues with knowledge and understanding of the legal and compliance issues affecting international not for profit organisations.
- Experience of European, Immigration or Human Rights law and/or pro bono work in a commercial law firm and/or NGO
- Academic experience, particularly of law related research

Person specification (all roles)

Essential experience

- commitment to the organisation
- leadership ability
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time and effort to their duties as Chair and trustee
- ability to take decisions for the good of the organisation
- good, independent judgement and willingness to speak honestly and openly
- good communication skills
- tact and diplomacy
- an ability to work effectively as a member of a team
- understanding of the legal responsibilities and liabilities of a trustee
- A commitment to equal opportunities

Desirable experience

- prior experience of committee/trustee work
- knowledge of the type of work undertaken by the organisation
- a wider involvement with the voluntary sector

Term of Office

The term of office is three years. Trustees can stand for re-election to the Board for an additional term. Board meetings take place four times a year for all trustees.

We are also establishing additional specialised sub-committees that meet between three and four times a year. These sub-committees will comprise of trustees with those specialised skills for that area. All board meetings are held on a Wednesday from 6.00pm.

Trustees do not attract any financial remuneration, though all reasonable expenses will be reimbursed.

How to Apply

Download and complete our [trustee application](#) form and [equality diversity monitoring form](#) and send it to:

Yvonne Williams
Business & Finance Manager
The AIRE Centre
Institute of Advance Legal Studies
Charles Clore House
17 Russell Square
London
WC1B 5DR

Or email: recruitment@airecentre.org

Essential dates

Closing date: 31st July 2018

Interview date: w/c 6th August 2018