



## **Wanstead and Woodford Migrant Support is recruiting a Secretary to the Board**

If you share our belief that everyone, no matter where they are from or what their background is, should be treated with dignity and respect and have equal opportunity to achieve their potential, we want to hear from you.

### **About us**

Motivated by Christian faith, Wanstead and Woodford Migrant Support is a small charity in North East London that provides free immigration advice and advocacy for people seeking asylum, refugees and other vulnerable migrants.

Many of the people that we support have experienced insecure immigration status, homelessness or risk of homelessness, poor physical and/or mental health, difficulties finding employment and money issues. We are currently developing our provision to include more holistic support for those who access our services.

To find out more about our work, please visit our [website](#).

### **Skills and experience**

The Secretary is responsible for circulating papers before trustee meetings, taking minutes at the meetings, circulating the minutes, and reminding trustees about action points between meetings.

We are looking for a passionate and motivated individual to fulfil the role of Secretary to the Board of Trustees, and who:

- Has excellent written English
- has good communication and interpersonal skills
- is able to work effectively as a team and participate at the heart of decision making
- has lived experience of the issues our clients face, or has worked with people experiencing one or more of these issues
- will actively seek and promote equal opportunity for migrants

### **About the Role**

This is a voluntary position. Previous experience as a trustee is not necessary as training will be provided. We welcome applications from all ages and backgrounds.

We are looking for people who have time to commit to the organisation. Volunteer trustees are expected to prepare for and attend our regular board meetings, that are held four times per year. We also ask that you contribute to other meetings and projects when you can.

To find out more about what it means to be a trustee, see: '[The essential trustee](#)'.

### **What WWMS will provide you**

- the chance to make a real difference to the lives of those that we support
- induction and buddy with another experienced trustee
- payment of expenses
- training and networking opportunities with like-minded organisations
- experience in making strategic decisions and developing skills in organisational management

**How to apply**

To request a recruitment pack, or to discuss the role or the organisation informally, please contact Andrew at [contact@wwms.org.uk](mailto:contact@wwms.org.uk)

If you are ready to apply, please use the link below to complete the short online application form:

<https://forms.office.com/e/aympuXMmWh>

The closing deadline is Monday 30 September. Interviews will take place between 9 and 12 October. We will be recruiting again in early 2025, so do feel free to contact us after these dates.

All successful applicants will be subject to DBS checks.

**Wanstead and Woodford Migrant Support**