



Xenia treasurer Trustee

Xenia is a grassroots women's organisation with the mission of creating more inclusive and welcoming communities. After having recruited our founding Trustees in Spring 2019, we are now looking to appoint a financially minded Trustee to join the Xenia team and help this exciting organisation as it takes its next steps.

We are looking for someone with relevant financial and/or accounting skills. Experience in the charity sector or in being trustee is not required, but a keen interest in Xenia and our work is essential.

We particularly encourage applicants from BAMER backgrounds or from people who have experience learning English (either themselves or through close friends/family).

If you are interested, please read this document in full and email welcome@xenia.org.uk with your application.

About Xenia:

Xenia welcomes migrant and British women to come together for intercultural activities that support English language learning and social integration. The themes of our weekly workshops range from women's rights to employment, recipe sharing, theatre workshops and nature education. Since our first workshop in June 2016 we have reached over 350 women.

Our impact has been recognised by the British Academy (which reviewed Xenia as one of eight examples of UK integration best practice) and the Jo Cox Loneliness Commission. Xenia was also recently invited as a showcase at the North-South Centre's conference on Migrant, Refugee and Asylum-seeking Women and Girls as an example of best practice in integration. In 2019 Xenia will feature in UN Women's Guide to Gender-Responsive Implementation of the Global Compact on Migration. In 2018 we secured funding from Hackney Council, the Rosa Fund, the Alec Dickson Trust, the Leach Family Trust and the Women's Centenary Fund. In addition to this critical funding, we've received invaluable in-kind support from organisations including the Hackney Museum, the creative agency M&C Saatchi through the Building a Stronger Britain Together programme, and pro-bono support from the amazing teams at Ratio and law firm Goodman Derrick LLP.

At Xenia, we've always had big ambitions for what we want to achieve for social integration and English language learning. Recently, we've taken some huge steps that will help us to build on and develop what we currently do, while exploring ways we can share this with those outside our local area in Hackney. All of this feeds into some very exciting projects for the new year, and we need you as a Trustee to help us ensure sustainability as we go forward!



What is a Trustee?

The Charities Act 1993 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. As Xenia is registering as a CIO, the trustees are the sole voting members of the organisation. All Trustees perform their duties voluntarily.

The role of the Trustees in Xenia

Trustees are responsible for managing the strategic, legal and financial affairs of the organisation, and to act in keeping with the charitable purposes as declared in the objects of Xenia's Constitution. The trustees must always act in the best interests of Xenia, exercising due care and diligence. The trustees must act as a group, and not as individuals.

Duties of a Trustee

It is the duty of all trustees to:

- ensure that Xenia, its staff and volunteers, comply with its governing document (Constitution), charity law, and any other relevant legislation or regulations;
- ensure that Xenia pursues its objects as defined in its governing document;
- ensure that Xenia applies its resources exclusively in pursuance of its objects (i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be);
- contribute actively to the trustees' role in giving firm strategic direction to Xenia, setting overall policies, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the reputation, values and integrity of Xenia;
- ensure the financial stability of Xenia, protecting and managing Xenia's resources;
- appoint and support paid staff and oversee the monitoring of their performance.

In particular, the treasurer Trustee has the duty to:

- maintain an overview of Xenia's financial affairs
- support other Trustee members to make strategic financial decisions in Xenia's best interest
- work with staff to ensure that proper financial records are maintained (including reports for the trustee board, annual accounts and Charity Commission reporting)

Minimum time commitment

Trustees will attend an induction session with Xenia's Organising Team prior to their first Trustee Meeting. Trustees are expected to attend all board meetings, which will take place four times per year at times agreed by the Trustee Board. In addition to this, Trustees may perform additional responsibilities on sub-committees or as part of the Organising Team. Trustees can claim out of pocket expenses incurred in travelling to meetings.



Person specification

We particularly encourage applicants from BAMER backgrounds or from people who have experience learning English (either themselves or through close friends/family).

We are looking for someone with relevant financial and/or accounting skills. For example:

- experience of financial operational management and/or accountancy; OR/AND
- experience in strategic financial management

In addition to this, each Trustee must have:

- a commitment to the mission of Xenia and a willingness to devote the necessary time and effort as detailed above.

Collectively, the board must have members with:

- lived experience of learning English as a speaker of other languages

How to apply

You can apply in whatever form you like, for example a video up to 2 minutes or a written letter of application up to one A4 page. Please make sure you include in your application:

- Why you'd like to be a Trustee for Xenia
- What your contribution would be – in skills, time, commitment
- How you meet the Person Specification
- Anything else you think is relevant!

Please send your application to welcome@xenia.org.uk by the end of August 2019.