



## OPEN CALL TO JOIN OUR BOARD OF TRUSTEES

We are looking for new Trustees to join Latin American House's Board.

As a Trustee, you will have the opportunity to support LAH's strategic development and make decisions that will improve the lives of Latin Americans in London. You will also work with a [friendly and diverse Board](#) whose members come from different countries in Latin America.

We are seeking professionals who can contribute to our ongoing work towards the social inclusion and well-being of Latin Americans and other Spanish- and Brazilian Portuguese-speaking migrants in London. After a careful analysis of our organisational needs, we have identified four key areas we would like to strengthen with Trustee expertise

1. Children and Young people education, Safeguarding and OFSTED experience
2. Legal and Social Advice,
3. Human Resources Management,
4. Property Management with social purpose.

### 1. About Us

Latin American House was established in 1983. Our community centre in Kilburn is a space where people come for social and cultural activities, information and training (due to the Covid-19 crisis, many of our services are currently being offered online). We are a registered charity (no. 1127253) and a company limited by guarantee (no. 6720498). On joining the Board, members become both Trustees and Directors of the organisation.

We are committed to equality of opportunity and diversity.

LAH's services include:

- Legal and social welfare advice: providing advice on immigration, employment and family law as well as the EU Settlement Scheme (EUSS).
- Children's education: our bilingual Menchú Nursery and the Spanish Saturday School.
- Adult learning: in partnership with local authorities, colleges and recognised education organisations, we provide short courses for Latin Americans and local residents.
- Culture: promoting and showcasing Latin American cultures for people of all ages and backgrounds.



## 2. Key Information

### 2.1. Time Commitment

The usual length of service for our Trustees is 3 years. Trustees meet once a month (usually on Saturdays) for two hours. There is also an away day each year which lasts half a day. Typically, Board meetings require preparation time of 1-2 hours to read and consider internal reports and financial information.

We would normally expect Trustees to commit an additional four to six hours between meetings to follow up on actions, provide advice and take part in subcommittees relevant to their area(s) of expertise.

### 2.2. Location

Meetings are typically held at Latin American House. Due to the current circumstances, they are taking place virtually. We find video-conferencing to be an effective way of communication.

### 2.3. Payment

The role, as defined by the Charity Commission, is an unpaid voluntary position. Expenses incurred taking part in Board business, such as travel, caring or support costs, will be reimbursed or met directly by LAH.

### 2.4. Benefits

We offer training opportunities based upon the needs and interests of Trustees. The role can provide opportunities for the development of experience and networks in the charity sector and the Latin American communities in London.

## 3. Person Specification

We expect Trustees to live in the UK, preferably in the London area, ideally in Camden or Brent. Before you apply, please **check that you [meet the legal requirements](#)** to be a charity Trustee.

In addition, we are looking for people who have:

- Knowledge and experience in one or more of the following areas: Finance, Community Engagement, Early Years Settings, Charity and Employment Law and Social Enterprise.
- Experience in voluntary and community sector, knowledge of charity governance and law
- Understanding of the challenges facing the Latin American community in London.



- Strategic thinking skills and capacity for independent judgement.
- Awareness of equal opportunities and access to social justice.
- Networking, influencing and communication skills.
- Ability to work effectively as a member of a team.

The role involves reading and discussing information in English and Spanish; for this reason both languages are essential. The level of proficiency required is fluent (equivalent to C1 or C2 in the [CEFR](#)). **We encourage Brazilian Portuguese-speaking people to apply.**

As an organisation supporting a minority group in the UK, our governing document states that **members of our Board must have Latin American heritage**. This requirement can be met **by either being born in Latin America or having Latin American (Brazilian included) ancestry**, or having a strong commitment to a Latin American community

#### **4. How to Apply**

We look forward to hearing from you!

Please email your CV and a covering letter (max. 500 words) to Enrique Saenz, Chair of the Board of Trustees: [chairlah@casalatina.org.uk](mailto:chairlah@casalatina.org.uk)

**Please tell us why you are applying for the role and how your skills, experience and knowledge can make a significant contribution to one or more of the four areas mentioned above. Also, provide some relevant examples that can help us to assess your suitability for the role. We would love to hear about how you're connected to our community.**

Any personal information that you share with us will be treated in accordance with our [Privacy Policy](#).

Following submission of your application, we will be in touch to let you know if you have been shortlisted for an interview. If you don't hear from us, please assume that your application hasn't been successful on this occasion.

**Closing date: Friday 4<sup>th</sup> March 2022, 5pm (GMT)**

Interviews will happen in March 2022 with a date to be confirmed.



### **Further Information: The Trustee Role**

Trustees have the overall legal responsibility for a charity. The law describes them as ‘the persons having the general control and management of the administration of a charity’ (Charities Act 2011). Their overarching role is to provide constructive and objective advice, to act as advocates for the charity and to support the management team.

The broad duties are to:

- Ensure that LAH pursues its strategic purpose and complies with its governing documents and with legislation such as charity law, company law and employment law.
- Provide strategic direction, set policies, define goals and evaluate performance against agreed targets.
- Ensure the financial stability of the organisation and to manage resources responsibly and sustainably.

More information about the role of Trustees can be found here: <https://bit.ly/2NVrrIS>

Trustees each bring their own skills, knowledge and experience to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues and providing advice and guidance. The role requires:

- A commitment to our work and to social justice, with an interest in the well-being and flourishing of the Latin American community.
- Experience with community and grassroots organisations in the UK is desirable
- An ability to think strategically and creatively to help us reimagine our future and better serve our communities and partners.
- Good judgement with a willingness to speak their mind, ask challenging questions and help find solutions.
- An ability to work collaboratively and as part of a team.
- An understanding or willingness to learn the legal duties and responsibilities of trusteeship.
- A commitment to the 7 principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.