

We're hiring

Treasurer



WELCOME

Message from our CEO

Thank you for your interest in LRMN and supporting the life-changing work that we do. It is thanks to our wonderful staff members, volunteers, trustees, and our clients that LRMN is a dynamic and joyful work environment, where we enact real and tangible change for the communities we work with. We'd love to have you join us and support us to grow.

Our staff and volunteers are our greatest asset, so we take recruitment seriously. To this end, please find in the following pages information about LRMN, the communities we support, and the Treasurer role.

We will always stand by people standing up to an unjust immigration system. We provide a safe haven for people to rebuild their lives. Our Treasurer is a key part of that. You will be part of our dedicated trustee team ensuring that LRMN carries out its financial responsibilities and planning. This is an exciting opportunity for someone who wants to be part of a committed and passionate organisation.

Our story

In the 1980s a group of students, teachers and local people came together to form an advice service to support refugees and asylum seekers in Lewisham. In 1992, with financial help from Lewisham Council, the advice service opened its first office and by 1996, we became a registered charity, opening our doors to all migrants in need of our help.



Alan Robertson, CEO

ABOUT US

Our Vision

People from all backgrounds belong and thrive and are treated with respect and dignity in a just and welcoming society.

Our Mission

To enable refugees, asylum seekers and migrants (RASM) to know and exercise their rights, thrive, integrate and engage in activities to bring about change for a better future.

Our Goal

To reduce poverty, increase inclusion and engagement, and improve mental health and well-being amongst the RASM community in London.

Our Values

Collaborative

We know we are stronger together. We will involve the people we serve, our team and our partners in designing and delivering our work.

Refugee and Migrant Justice

Rights and justice primarily for refugees and migrants are at the heart of everything we do.

Integrity

We will be honest and do the right thing

Equity, Diversity and Inclusion

We are committed to building a community that removes barriers, embraces people from all backgrounds and provides opportunities for them to rebuild their lives.

Our Strategic Goals

Strategic Goal 1

Effective and Modern Governance, Leadership, Management, Financial and Organisational systems and operations.

Strategic Goal 2

Grow and Improve our services.

Strategic Goal 3

Develop and sustain effective and relevant partnerships, collaboration and influence.

Strategic Goal 4

Resilient, competent and compassionate workforce.



This year's HIGHLIGHTS

1,671

People supported
by LRMN

221

People received
housing and
welfare benefits
advice

243

Applications made
to regularise status

1,785

Food parcels given out,
with 1,530 of these at the
Migrant Hub!

196

Women and girls
supported by the
Women Together
project



£1,730

Hardship funds given

103

Issues solved for
resettled refugees
in Lewisham



79

People given digital
access support

357

People supported
through the
Greenwich Migrant
Hub



Miri's story

When Tatsu found Miri sleeping in the corridor of her building, she couldn't imagine what Miri had been through. After hearing her story, Tatsu brought Miri straight to LRMN, where we started our work to support her.

Miri's in-laws had been threatening her, and she had been experiencing domestic abuse. One day, Miri couldn't take it anymore and contacted a travel agency to help her get to the UK. She saved all her money to pay the agency for the documents, travel, and accommodation, transferring her life savings. She hoped to secure a good life in the UK, and education for her children.

However, Miri's host took her money, passport and travel documents and locked them away. Then she made Miri work in the house, unpaid. Miri's children, who she had prepared for school, were not allowed to leave their bedroom. It was violent, difficult, and exhausting - and one day, she had packed her bags and run, which is when Tatsu had found her.

LRMN immediately secured emergency support and accommodation for Miri and her family, and helped provide immigration advice from a specialist agency working on modern slavery. As a result, Miri is now on the path to being safely able to stay in the UK, getting the support she needs, and her children are finally able to attend school.

Modern slavery is a common challenge we see at LRMN. With a worsening political environment, and a lack of safe routes, we are deeply concerned about a rise in modern slavery and human trafficking and urge the government to open more routes to settlement.

EQUALITY, DIVERSITY & INCLUSION

At LRMN we are committed to building an equitable and inclusive organisation where diversity is valued in every aspect of our work and where everyone – our clients, staff and volunteers can be their authentic self and fulfil their potential. We seek to live our values in the way we work with clients and how we operate as a charity – keeping diversity and inclusion front and centre.

Our EDI working group meet regularly to monitor progress on EDI initiatives, reflect on good practice, and make improvements and recommendations.

LRMN is a disability confident employer and is committed to inclusive and accessible recruitment and guarantee an interview to all disabled applicants who meet the minimum criteria for the role. We are also committed to ongoing workplace adjustments and support for colleagues who need them.

We welcome applications from people with lived experience and underrepresented groups and recognise that lived experience brings valuable insight.

We respect that people's identity is not defined by their past experiences and do not expect candidates to describe their lived experience during the interview process unless they wish to do so



Experts by Experience Employment Network

We are proud to be a member of the Experts by Experience Employment Network, which aims to create a charitable sector that is led by people with lived experience of the asylum and immigration system. As part of this network, we challenge the one-size-fits-all approach in our employment practices, and respect personal circumstances and needs of people with lived experience. Please feel free to use their information and resources which may help in preparing your application.

ROLE DESCRIPTION:

TREASURER

Main roles

Support the Board in carrying out its financial responsibilities by:

- Ensuring that financial information is presented to the Board in such a way as to support their decision making.
- Reporting regularly, in writing, to the Finance, Risk and Compliance Committee (FRC) on the organisation's financial position.
- Presenting the end of year financial report (draft annual accounts) to the FRC.
- Presenting the audited or examined accounts to the Board.

Ensure financial control and probity by:

- Ensuring LRMN operates within and maintains effective systems of financial management and control.
- Advising the Board with regard to the appointment of bankers and auditors/examiners.
- Overseeing the annual external audit/independent examination of LRMN's annual report and accounts and responding to the letter of representation.

Ensures effective financial planning and budgeting by:

- Ensuring budgets and cash flow forecasts are produced and monitored and reported to the Board.
- Reviewing LRMNs proposed medium term financial plans, investments, and annual budget, and making recommendations to the Board.
- Recommending to the Board LRMN's policy for the provision of an appropriate level of financial reserves.
- Advising on the financial expenditure authorities set out in the scheme of delegated authorities.
- Advising on the extent of insurance taken out in respect of LRMNs responsibilities.
- Ensuring appropriate systems for banking, book-keeping, payroll and record keeping are in place and monitored.

REQUIREMENTS FOR THE ROLE

We are looking for:

- A finance professional. Ideally with knowledge and experience of charity finance.
- A strategic thinker with an ability to balance risk and opportunity.
- The ability to exercise good independent judgment.
- A clear communicator with the ability to bring the financial information alive.

Ideally you will be a local resident with lived experience of the asylum system and/or resettlement in the UK.

Personal skills and qualities

- An understanding of charity governance and the legal duties, responsibilities and liabilities of a Trustee
- Relevant and demonstrable experience in the voluntary sector or transferrable skills from the public or private sector
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- The ability to work effectively as a member of a team

Commitment

As a trustee you will be expected to attend our quarterly board meetings, join a quarterly sub-committee and offer support relevant to your expertise. Sub-committees include Organisation Development, Finance, Risk and Compliance and Fundraising and Marketing. Main trustee meetings take place in the evening and alternate between online and in person meetings. Sub-committee meetings take place online in the evening

HOW TO APPLY

To apply for this role, please submit your CV and cover letter to:

rachel.brooke@lrnmn.org.uk

LRMN is committed to safeguarding and fulfilling its duty of care to people working and volunteering in the organisation and to those we come into contact with.

All our trustees are be required to complete a Basic DBS.

Got questions?

If you have any questions about the role or need this information in a different format, please reach out to Rachel Brooke at rachel.brooke@lrnmn.org.uk.

LRMN.ORG.UK

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