



**Trustee  
Recruitment  
Information Pack**

*What you need to know about becoming a  
Hope at Home Trustee*

# Introduction

Thank you for requesting this information pack and for your interest in becoming a trustee for Hope at Home. To help you make your decision about whether you want to proceed, here is a little more information about us as a charity and our expectations of trustees.

## Background

Hope at Home is a growing and ambitious charity established in January 2018 (Charity no 1176802) which works to provide safe homes for survivors of modern slavery and human trafficking in the UK.

We launched our 3 year strategy in April 2026 and our aims are:

### Safe homes



### Strong voice

#### Safe Homes:

- 1 Develop and pilot a 3-year housing project for survivors of modern slavery to include support to progress to independent living and evidencing the model is scalable and sustainable.
- 2 Continue the hosting project by increasing the number of well-resourced hosts and guest placements and ensuring guests are supported to move on positively.
- 3 Develop and deliver guest support and advocacy, particularly to navigate transitions where support gaps are more likely.

#### Strong Voice:

- 1 Continue to develop Guest Voices Group including offering opportunities for group members to participate in wider systemic change.
- 2 Continue to work in partnership with other organisations to amplify the voice of survivors
- 3 Increase our public profile to raise awareness of the issues surrounding MSHT and our work in providing safe homes for survivors
- 4 Increase inclusion of lived experience expertise at all levels of Hope at Home.

#### OUR VISION

Safe homes for all survivors of modern slavery.

#### OUR MISSION

Providing safe homes for survivors of modern slavery by offering a range of innovative accommodation options in collaboration with other organisations.

#### OUR CORE VALUES

Excellence  
Person focussed  
Honouring  
Collaborative  
Ambitious & pioneering

# Who are we looking for?

Hope at Home understand the positive contribution a board of trustees from differing backgrounds and experiences bring to an organisation. We are at an exciting phase of growth and development and are particularly looking for motivated, committed people with experience of:

- Lived experience of modern slavery or human trafficking, homelessness or the asylum & immigration system.\*
- Housing & homelessness.
- Fundraising/philanthropy.
- Finance/accountancy.
- Legal/immigration law/criminal exploitation etc.
- Marketing/sales and communications.

We want people who care about our sector, understand and commit to Hope at Home's role in supporting it and can work with a small leadership team to deliver our objectives. We are seeking to improve, amongst other things, the skill set and competencies of the board and the visible diversity of the board to ensure we more accurately reflect the make-up of the people that we serve. We will provide a full induction and training for any new Board member, including those with no previous experience of being a trustee.

## Being a Trustee

Hope at Home usually has four full board meetings a year, three of which take place online for around 2 hours in an evening and one in person (overnight on a Friday and most of the day on a Saturday). Ahead of the meetings trustees will be expected to prepare and to complete any tasks or actions assigned. Trustees also sit on sub-committees that help to guide the development, management, finance and safety of Hope at Home, all of which meet online.

Reasonable travel expenses/costs will be covered for attending Hope at Home board-related meetings and for any agreed development training.



# Trustee Role Description

Our Trustee board wants to make sure there are a range of opinions when we make decisions about our work and are keen to find new trustees with differing perspectives and experience.

## Duties and Responsibilities

- 1 Strategic leadership** - To develop the strategic direction of Hope at Home in close partnership with the CEO, Operations Director and other trustees and to oversee the implementation of that strategy.
- 2 Governance** - To ensure that Hope at Home complies with UK Charity Law and best practice, and to offer support and guidance to the CEO on governance within Hope at Home and its staff team.
- 3 Financial oversight** - To oversee the setting of annual budgets and to ensure financial accountability for the health of the organisation. This involves the regular reviewing of accounts and budgets, signing off the annual accounts for audit, and overseeing the appropriate use of financial resources for the charity to ensure its sustainability, in partnership with the CEO.
- 4 Health and Safety** - To ensure that appropriate policies and processes are in place and are being implemented to ensure the safety and well being of all staff, volunteers, guests and other stakeholders of Hope at Home in partnership with the CEO.
- 5 Risk Management** - To oversee the management of all risks to the charity and to review and amend the risk register with the CEO and other trustees during each Board meeting.
- 6 Performance management** - To oversee and ensure that outcomes are in line with funder's expectations in partnership with the CEO. To ensure that staff appraisals are undertaken annually and that staff pay and conditions are reviewed as appropriate.
- 7 Representation** - To be an ambassador for Hope at Home and to engage with other agencies, individuals, and organisation on behalf of Hope at Home when appropriate. This entails supporting, and seeking to enact, the vision and values of Hope at Home and representing those values publicly where appropriate.

# Trustee Role Description

## Experience

This is a great opportunity for an individual who is passionate about tackling modern slavery and human trafficking. Please note we will provide induction and training, particularly for those who are new to trusteeship. Ideal candidates will have some of the following experience and attributes:

Essential	Desirable
A commitment to, and understanding of, Hope at Home's vision, mission, values and ethos.	Experience of providing or facilitating accommodation, hosting, or other models of support to people who have experienced vulnerabilities.
Personal qualities of integrity, reliability and a commitment to acting in solidarity with people who have experienced modern slavery or human trafficking.	Lived experience of modern slavery, human trafficking, immigration control and /or homelessness.
A questioning mind with the confidence and ability to digest reports, papers, and accounts, and ask perceptive questions in a supportive and constructive manner. We are happy to present information and papers in different, accessible formats based on trustee feedback.	Working knowledge of immigration / housing law / marketing / HR.
A collaborative and collegial working attitude that is comfortable with being challenged and that actively supports colleagues to do their best work.	Experience as a charity board member with an understanding of, and commitment to, ensuring good governance, best practice, and sound financial oversight.
A commitment to working within an anti-racist organisation and to supporting Hope at Home in tackling racism and prejudice of all forms.	Experience in developing a Major Donor programme or philanthropic support.

# Trustee Role Description

## Board Responsibilities to Staff

- Trustees must ensure there is a clear understanding of the scope of the authority delegated to the Chief Executive.
- Policies and strategies agreed by the Board should be clear and explicit and come from the Board as a whole.
- Trustees should act fairly and in accordance with best practice principles in making decisions affecting the appointment, recruitment, professional development, appraisal, remuneration and discipline of the Chief Executive and other staff.
- Trustees must understand and accept the difference in roles between the Board, The Chief Executive Officer and the Chair of Trustees.
- Trustees should ensure that they do not act to undermine the Chief Executive.
- If a trustee has concerns about the performance of a member of staff, including the Chief Executive, this should be taken up with the Chair.
- If a Trustee has a concern about financial irregularities this should be addressed to the Chair who will act upon the information appropriately and in accordance with agreed procedures.

## Hope at Home will:

- Provide the trustees with timely and relevant information in order to allow the Board to govern well.
- Provide the Board with the appropriate advice to make effective decisions and when necessary ensure that external professional advisors are available as and when needed.
- Work in partnership with the Board to ensure that it fulfils all its statutory and legal responsibilities.
- Invest time, money and other resources in order to help support and further develop good governance.
- Provide the Board with the necessary administrative and other support that they will need to govern well.
- Reimburse Trustees out-of-pocket expenses incurred in the course of their duties as trustees.
- Ensure any relevant and / or required training can be accessed by appropriate trustees.

# Trustee Role Description

## Trustee Meetings

- Trustees must attend all meetings regularly or advise the chair and CEO in advance if they are unable to do so.
- Trustees are expected to sign the Trustee Code of Conduct to ensure meetings are safe, respectful spaces.
- Trustees should bring a fair and open-minded view to all discussions and should ensure that all decisions made are in Hope at Home's best interests and in service of its charitable objects and beneficiaries.
- Trustees must aim to foresee and avoid any conflict of interest. Where one arises, the trustee must declare it and absent him / herself from the meeting.
- Confidential information or material provided to or discussed at a trustee meeting must remain confidential, within the confines of the meeting and be managed according to relevant legislation. Papers submitted to the Board are to be kept secure and confidential.
- Trustees should be as open as possible about the decisions they take, giving reasons where appropriate and restricting information only when wider interests require it.
- Trustees have a responsibility to develop and ensure the maintenance of a properly constituted, balanced and competent Board, including clear procedures for selection, training, retirement and, if necessary, removal of trustees and to ensure arrangements are followed for recruiting the Chair and members of sub-committees.

\*Hope at Home is committed to inclusive practices, and we encourage applications from people who have lived experience of the issues our organisation addresses as well as applicants from diverse backgrounds and ethnicities. There is no requirement to disclose lived experience. We encourage applicants to think creatively about how to demonstrate you meet the requirements of the person specification. We are looking for people who align with our values and support our mission - there are no barriers to how you demonstrate this.

We are proud to be a member of the Experts by Experience Employment Network ([www.ebeemployment.org.uk](http://www.ebeemployment.org.uk)), which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your application.

# Trustee application process

Application is via email and should include your CV plus a cover letter (cover letter can also be a short 5 minute video). Please demonstrate how you meet one or more of the six requirements detailed on **page two**.

Please send your application to:  
[jared@hopeathome.org.uk](mailto:jared@hopeathome.org.uk)

Once we have received and considered your application, we will schedule a call with you and the Chair of Trustees and / or the CEO as appropriate.

If you are successful, we will invite you to join us for a Board meeting to observe and meet the rest of the team in order to make a final decision.

We have tried to streamline the application process as much as possible but please do let us know if there is anything we can do to make the application more accessible.

For an informal discussion about this role, please contact:  
**Jared Hodgson, CEO, on 07877 447 341**

**Trustee meeting dates for 2026:** July 20<sup>th</sup> (7-9pm online) / October 16<sup>th</sup> & 17<sup>th</sup> (overnight dinner and stay at hotel with meeting on the Saturday)  
**Application deadline:** Rolling

