



## **CROYDON REFUGEE AND NEW COMMUNITIES FORUM CHAIR**

### **Task description**

The Chair of The Croydon Refugee and New Communities Forum (CRNCF) has the following tasks and responsibilities:

1. To be ambassador to key stakeholders, partners, funders and supporters, members and local community.
2. To represent CRNCF, speaking, lobbying and advocating on behalf of refugees and asylum seekers in Croydon.
3. To give a lead in helping CRNCF to determine its position on issues of the day and to develop policy and direct additional research.
4. To ensure that the policy and procedures of CRNCF are adhered to and that delegated tasks are carried out.
5. To ensure good governance and the full participation of Forum members.
6. With the support of the Vice Chair and CVA co-ordinator, to Chair Meetings and other working groups as appropriate, including the We Stand Together Steering Group.
7. To liaise regularly with the Vice Chair and CVA Co-ordinator to ensure appropriate sharing of responsibilities and information.
8. To support and advise the CVA coordinator
9. To participate in the appointment of any funding, research, support staff or volunteers.

## **Person specification**

### **Experience**

- Chairing meetings, committees and working parties
- Public speaking
- Lived experience of refugee or new communities
- Staff or volunteer support and guidance
- Policy development, including equal opportunities
- Committee work
- Lobbying or liaison work with local government politicians
- Representation to local government, trusts and the media
- Not aware of anything in his/her past which could bring CRNCF into disrepute.

### **Knowledge**

- Understanding of the issues affecting asylum seekers, refugees or people from new communities living in Croydon
- Community and Voluntary Organisations, particularly refugee led or refugee support organisations
- Other social and public policy issues
- Potential funders for the CRNCF

### **Aptitude/Skills**

- Leadership skills
- Communication skills, written and verbal
- Problem-solving, conflict-resolution, and negotiation

### **Disposition/motivation**

- Consultative and participatory style of leadership
- Supports implementation of equal opportunities.

### **Circumstances**

- Able to attend forum meetings
- Able to be available to the forum coordinator for support and guidance both on a regular and ad-hoc basis.
- Able to communicate via the internet as well as by phone
- Able to get to Croydon for meetings easily, preferably a Croydon resident
- Not disqualified to serve as a charity trustee under charity law