



Bristol Refugee Festival Chair

Role description and Personal Specification

About Us

- Bristol Refugee Festival (BRF) was formed as a Community interest Company (CIC) in November 2017.
- We coordinate a year-round programme of arts and cultural activity to connect refugees and asylum seekers with their local communities, celebrate diversity and create community cohesion.
- We collaborate with a diverse network of partners, communities and individuals to develop and produce the programme.
- We are a member of the Bristol Refugee and Asylum Seeker Partnership (BRASP)
- The Festival is run by a small part-time staff team and is supported by a board of Directors, volunteers and freelancers.

Purpose of Role

The Chair is a member of the board as a non-executive Director, acting as an independent advisor offering advice and support to the Senior Management team to help them achieve BRF aims and objectives and ensure they continue to work in the best interest of the stakeholders. As chair, your role will be to specifically oversee the direction and activity of the board to ensure that it is performing its duties correctly and effectively. The chair will need a good understanding of the day-to-day activity of the organisation but will mainly support the long-term plans and strategic direction. The Chair is not the sole decision maker but is there to guide the board to make good decisions. This is a voluntary role.

General duties of a board member:

- Ensure that BRF has a clear sense of direction and priority.
- Ensure that BRF is financially robust and healthy.
- Ensure that BRF operates within the law and with integrity.
- Contribute to the development and monitoring of BRF's strategic plan.
- Advise and participate in the development of policies.
- Promote BRF to external and internal audiences.
- Approve annual budgets and operational plans.
- Support the work of the Festival Director and core team in achieving BRF's vision & aims.

Role Specific duties of the Chair

- **Chair Meetings**
 - Ensure that 4 quarterly board meetings are held each year including AGM.
 - Ensure that meetings run smoothly and effectively and involve everyone.



- Prepare an agenda in advance liaising with the Festival Director and board.
 - Ensure board papers are shared at least 1 week prior to meeting.
 - Ensure a minimum of 3 board directors can attend, have read board papers in advance and prepared any questions.
 - Ensure the meeting gets through all necessary business in the time allocated.
 - Ensure clear decisions are reached and any action noted.
- **Help the board work as a team**
 - Encourage and involve all board members to contribute.
 - Identify, with the board, any training and development opportunities.
 - Organise a board away day with the Festival Director to develop team working skills.
- **Have a good overview of the work and vision of BRF**
 - Regularly review BRF's aims & objectives, thinking about what needs to be done to achieve them.
 - Hold regular meetings with the Festival Director to keep updated with day to day operations.
 - Help coordinate an annual discussion with the board and team to look at organisation plans/development for the coming year.
- **Be a key representative of the organisation**
 - Represent the interests of the organisation and be a main contact for the organisation when required.
 - Attend BRF events when possible.
 - Help with PR and communications, sharing and promoting BRF work.
 - Network and help raise awareness and profile of BRF.

Person Specification – General:

- A commitment to the aims and objectives of BRF.
- A commitment to our [vision, mission and values](#).
- An understanding of the duties, legal responsibilities and liabilities of Directorship.
- Strategic vision.
- An ability to think creatively.
- Good independent judgement.
- Willingness to speak and listen to others.
- An ability to work effectively as a member of a team.
- A commitment to equal opportunities.
- Lived experience of forced migration or the asylum process or a commitment to listening to and championing the voices of refugees and asylum seekers.

Person Specification - for Chair:



- The ability to communicate clearly.
- The ability to be impartial and objective.
- Good team leader and delegator
- Good understanding of the voluntary and community sector, particularly in Bristol and Southwest.
- Approachable and tactful.
- Experience of working on a board/management committee
- The ability to coach and mentor other board members where required.

Your commitment

- Attend Quarterly board meetings
- Attend monthly reviews with the Festival Director.
- Attend sub-group meetings as required.
- Attend training and development sessions.
- Offer any additional skills, expertise you may have to help BRF with its aims.

Hourly commitment is anticipated at approx 72 hours annually or 6 hours per month.

We offer

- Opportunity to be part of Bristol Refugee Festival CIC in its development.
- Possibility to use and develop your skills and knowledge to make significant positive changes to help raise awareness and create a positive narrative for refugee and asylum seekers.
- Training opportunities in areas where you may wish to improve knowledge and skills.
- Opportunity to be part of a small but dedicated team.
- Reasonable travel expenses.

For more information about our organisation visit: www.bristolrefugeefestival.org