



## **ORGANISATION**

MY Romania Group is an organization established in 2013 primarily for the public benefit of Romanians that fight to relieve poverty and unemployment by advancing education and so, develop the community, help young people to develop their capabilities to become fully integrated into the British society.

“MY Romania Group” is an active user-led organization that advances the education and training of the Romanians in the UK, so as to enable them to take full and active roles in their communities. MY Romania Group:

- Provides advice, help and support so that our community orientate, settle and gain access to education, training and employment, as well as fully participate and play an active role to the Big Society
- Have a large team of volunteers, usually between 15 and 50 volunteers each year. They are mostly from the Romanian community.
- “MY Romania Group” works so that the Romanian community is able to use universal services, find work and feel socially included. We want them to feel more confident to vote, to take care of their environment, to be less isolated and active.

As an organization that has recently undergone huge change and growth, it needs to focus on sustainability, planning for future contracts, developing the trading arm and using its resources for the benefit of its beneficiaries. The organization has recently developed a new strategy and needs to augment the board with new trustees who can steer the organization through its next growth stage.

## **Managerial tasks**

- Set the vision of the organization and work for its achievement.
- Set clear goals and objectives for the organization and make sure the current needs of MY Romania Group and the community are being responded to.
- Ensure that the organization is effectively managed and gets its work done.
- To attend meetings and read the documents in advance of meetings
- To ensure that the organization is a good employer of its paid and voluntary staff.
- To monitor and evaluate the work of the organization on a regular basis. This includes receiving reports from staff, staff supervision, receiving feedback from clients
- Set policies to establish the standards, values and ethos that the organization wants to maintain in delivering services or activities.

### **Legal task**

- To ensure that the organization pursues its objectives as set out in its constitution
- To have read and understood and act within the constitution
- To ensure that all the money and assets are prudently managed and used in pursuits of the object of the organization
- To make sure that the money is spent for the purposes for which it was given

### **The Trustee Role**

The Trustees of MY Romania Group are responsible for the general control and management of the administration of the organization and to ensure that it complies at all times with its governing document, nonprofit- charity law, company law and any other relevant legislation or regulations.

As a member of the Board of Trustees you will need to be aware of your responsibilities while, working closely with the Executive Team, in setting and maintaining the vision, mission and values and developing the strategy, including setting overall policy, defining goals and setting targets and evaluating performance.

### **Trustee Background**

MY Romania Group is looking to strengthen the board with new trustees who have proven and significant achievement in their own field. Specifically, the organization is looking for people who have legal expertise, strong commercial and/or financial expertise, an understanding of the challenges facing the migrant community and strong organization development and change management experience.

You will understand the role of a trustee, be comfortable with the expectations in terms of time and responsibility and be committed to meeting the needs of Romanians. Crucially you should have a proven ability to work effectively as a member of a team while contributing an independent perspective.

### **Closing Date**

All applications must be submitted by close of business on Wednesday, April 15.

### **How to Apply**

If you are interested in this exciting opportunity to make a profound impact on the Romanian community in London, please consider applying. This role like most trustee roles is unremunerated.

For an informal and confidential discussion please contact:

To apply for this position and go through the panel interview, please provide the following two pieces of information:

### **Your CV**

A supporting statement that addresses how you meet the person specification

Send the documents to:

[emineasca@yahoo.com](mailto:emineasca@yahoo.com)

[shpresaprogramme@yahoo.co.uk](mailto:shpresaprogramme@yahoo.co.uk)