



# HELEN BAMBER FOUNDATION GROUP

## CEO Recruitment Pack

March 2025

Cadence  
Partners+

# WELCOME

Dear Candidate,

Thank you for your interest in the role of Chief Executive Officer for the Helen Bamber Foundation Group.

This is an exciting time for the Group as we continue to grow our impact and strengthen our services for survivors of torture, trafficking, and human cruelty. Our work is more crucial than ever, as we advocate for vulnerable individuals within a challenging and evolving global landscape.

We have recently completed a successful move into the newly developed Trauma Centre in London, which is primed to become a hub for work with refugees and survivors. It is a perfect time for a new CEO to lead us into the next stage of our development. We are seeking an inspiring and visionary leader to build on the outstanding work of our team and lead the next chapter of our journey. You will have the opportunity to drive innovative service delivery, influence policy, and shape systemic change for the individuals and communities we serve.

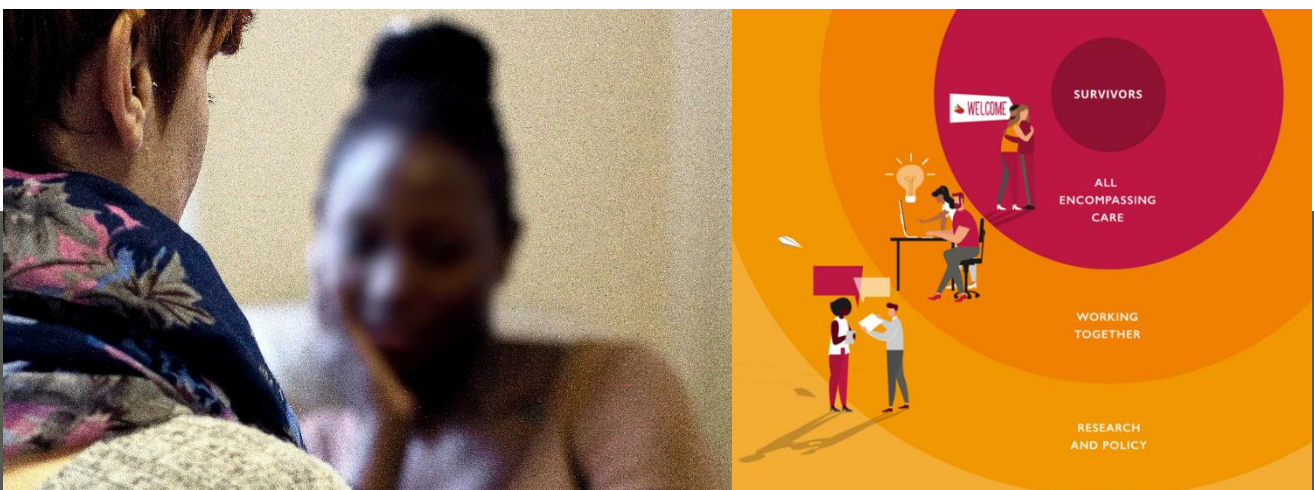
The successful candidate will have a proven track record of strategic leadership, operational management, and advocacy. Most importantly, they will share our unwavering commitment to justice, human dignity, and the rights of survivors.

We look forward to welcoming a new CEO who will help us build on our legacy of compassion, expertise, and courage.

Warm regards,

**Adam Epstein**

Chair of Trustees, the Helen Bamber Foundation



# ABOUT US



**Vision:** All survivors of trafficking, torture, and extreme human cruelty have safety, freedom, and power.

**Mission:**

- Support: Using our Model of Integrated Care and legal expertise, we protect survivors from persecution, re-trafficking, exploitation, and abuse.
- Collaborate: Working with individuals with lived experience and key partners, we tackle systemic challenges facing survivors, train practitioners, and promote best practices to support more people.
- Advocate: Drawing on our unique expertise, we drive policy and systemic changes to improve access to protection and uphold the human rights of survivors.



**Vision:** All those who come to the UK in need of protection obtain it and are treated fairly and with dignity.

**Mission:** We provide expert legal representation to enable those in need of protection in the UK to obtain legal status and live a dignified life. We use evidence and expertise from our legal work to influence change and share best practice.

# OUR HISTORY AND PURPOSE

The Helen Bamber Foundation, founded in 2005 by the pioneering human rights advocate Helen Bamber, was created to reflect the evolving global patterns of violence and persecution. Helen Bamber, who entered Bergen-Belsen Concentration Camp in 1945 as part of one of the first rehabilitation teams, recognised that all survivors of extreme violence – regardless of the perpetrator – require safety, legal protection, and medical and emotional support.

In 2020, the Helen Bamber Foundation joined forces with Asylum Aid (established in 1990) to form the Group. Asylum Aid specialises in providing legal representation to vulnerable individuals seeking asylum, focusing on the most complex cases including survivors of trafficking, children, and stateless people. Asylum Aid is a leading actor in strategic litigation and advocates for policy and systemic changes to remove barriers to protection and justice. Asylum Aid maximises its impact by providing training and working in partnership with other organisations.

Today, the Helen Bamber Foundation's unique Model of Integrated Care (MoIC) provides holistic support encompassing therapy, legal advocacy, medical treatment, and practical assistance, helping survivors rebuild their lives with safety, freedom, and dignity. Using our expertise we drive best practice and systems change to deliver for all survivors.



# GOVERNANCE STRUCTURE

The Helen Bamber Foundation and Asylum Aid are each governed by their own highly skilled and dedicated Board of Trustees (with some commonality of Trustees), which provide strategic oversight. Our governance reflects our commitment to ensuring survivors' voices are heard through the inclusion of Lived Experience Board Advisers on the Helen Bamber Foundation Board.

The charities operate with robust committee structures:

- Finance and Fundraising Committee and People & Governance Committee, serving both Boards, meeting quarterly
- Clinical Governance, Client Services & Safeguarding Committee, serving the Helen Bamber Foundation, meeting biannually

Asylum Aid is a wholly owned subsidiary of the Helen Bamber Foundation, functioning as an independent charity. The Group CEO acts as CEO of both charities and provides unified leadership across them, supported by an expert Management Group of senior directors leading key functions, including Legal, Therapy, Fundraising, and Policy & Research. The Group employs over 75 staff and works with over 100 volunteers, including lawyers, doctors, therapists, artists, and other specialists.

# EQUITY, DIVERSITY AND INCLUSION

We are committed to attracting and recruiting diverse candidates because we are keen to make sure that all our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in.



# JOB DESCRIPTION

**Job Title:** Chief Executive Officer

**Salary:** £90,000 to £100,000

**Reports to:** Both Boards of Trustees

**Role Overview:** The CEO will provide visionary leadership and strategic direction across the Helen Bamber Foundation Group (the Group), leading both the Helen Bamber Foundation and Asylum Aid. This individual will drive organisational growth, strengthen our impact, and advocate for survivors of trafficking, torture, and human cruelty. The CEO will work closely with both Boards of Trustees and senior leadership teams to ensure the organisations' sustainability, influence, and excellence in service delivery and systemic change.

## KEY RESPONSIBILITIES

### Strategic Leadership

- Develop and implement a long-term strategy that advances the missions of both charities, ensuring maximum impact for survivors of torture, trafficking, and human rights abuses.
- Lead the next phase of organisational growth, balancing expansion with a commitment to trauma-informed, client-centred approaches.

### Operational Excellence

- Ensure the effective delivery of high-quality services, including medical, therapeutic, legal, and social welfare support, to meet the needs of clients.
- Oversee organisational performance, financial sustainability, and governance, ensuring compliance with all relevant regulations.
- Lead a unified approach across both charities while respecting their distinct missions and governance structures.

### Advocacy and External Relations

- Act as the Group's primary spokesperson, raising the profile and influence of the Helen Bamber Foundation and Asylum Aid with key stakeholders, policymakers, and the media.
- Strengthen partnerships across sectors, expanding the reach and impact of our Model of Integrated Care.
- Drive strategic policy and advocacy initiatives, ensuring our work leads to systemic change in human rights, asylum, and immigration policy.

### Organisational Culture and Team Leadership

- Foster an inclusive, collaborative, and high-performing organisational culture that reflects the Group's values and mission.
- Lead and inspire the senior leadership team, ensuring staff development, engagement, and wellbeing.



- Work closely with the Boards, including Lived Experience Board Advisers, to ensure survivor voices remain at the heart of decision-making.

## Financial and Risk Management

- Ensure financial sustainability through effective fundraising, budgeting, and resource allocation.
- Secure diverse funding streams, including partnerships and philanthropy, to support the organisation's long-term goals.
- Manage risk, safeguarding, and compliance across all operations.

## PERSON SPECIFICATION

### Essential Skills and Experience

- Proven leadership experience in a senior executive or CEO role within a charity, non-profit, or relevant social justice organisation.
- Demonstrated success in strategic planning, organisational growth, and operational excellence.
- Strong advocacy and public speaking skills, with a track record of influencing policy and raising organisational profiles.
- A passion for working with survivors of trauma, human rights issues, asylum, or immigration.
- A deep commitment to human rights, justice, and equity.
- Expertise in financial management, fundraising, and governance.
- Strong interpersonal skills and the ability to build effective relationships with a diverse range of stakeholders.

### Desirable

- Experience leading trauma-informed organisations.
- Legal or policy expertise related to asylum, immigration, or human rights law.

## KEY TERMS AND CONDITIONS

**Hours and Hybrid/Flexible Working Arrangements:** 37.5 hours per week, with at least 60% time in our new office in Old Street, London.

**Annual Leave:** 27 days plus bank holidays (increasing to 29 days after three years of service, and to 30 days after five years of service) plus up to 4 discretionary days for the winter closure period.

**Winter closure period:** two-week winter closure period where the charity is closed.

**Pension:** 4% contribution by the Helen Bamber Foundation Group.

**Enhanced pay:** enhanced maternity, paternity, adoption leave, or Family Reunion pay.

# HOW TO APPLY

The Helen Bamber Foundation Group is being supported by Cadence Partners in this process. If you require the candidate material in an alternative format or you'd like to submit your response in a different way – such as video or BSL – please get in touch and we can support you in doing this: [helenbamber@cadencepartners.co.uk](mailto:helenbamber@cadencepartners.co.uk).

To apply, please submit the following on the [Cadence Partners application portal](#):

1. A comprehensive CV (Word Document or PDF) which demonstrates how you match the candidate profile.
2. In a separate document, please write a cover letter (no more than 2 pages) which outlines your motivation for applying along with how your experience matches the requirements of the role.
3. Our [Diversity Monitoring Form](#) (to be completed online) which helps us to capture important data for reporting purposes. This will not be viewed by those making decisions about your application.

## TIMELINE

**Closing date:** midnight, Monday 13<sup>th</sup> April 2025

**Preliminary interviews (online):** Thursday 1<sup>st</sup> and Friday 2<sup>nd</sup> May 2025

**Final panel interviews and stakeholder group Q&A (in person at our office in Old Street):**  
Thursday 8<sup>th</sup> May 2025.