



TRUSTEE RECRUITMENT PACK

Treating migrants with dignity and respect.



Wanstead and Woodford Migrant Support is Looking for Trustees

About us

Wanstead and Woodford Migrant Support (WWMS) is a small Christian charity based in North East London. We seek to live out Jesus' teaching to "love your neighbour as yourself" through the advice and support that we give to asylum seekers, refugees and other migrants.

Our mission is to empower migrants so that they can achieve their life goals. WWMS provides specialist immigration advice and is developing its housing and holistic support services. We are about to recruit our first paid member of staff and are establishing active links with local partners. We hold coffee mornings and have just undertaken our first lobbying work. We have committed volunteers who want to become more involved.

We are looking for passionate people to support our Chief Executive in meeting the increasing demands of the organization and to build long-term sustainability.

Responsibilities of the Trustee Board

- Ensuring that the organisation pursues its stated charitable purpose, as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing constitution and charity law
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable purpose for the benefit of its service users
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation

What we are looking for

- Commitment to the organisation
- A willingness to devote the necessary time and effort
- Good, independent judgement
- A willingness to speak your mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, or willingness to learn about these
- An ability to work effectively as a member of a team

The Board of Trustees particularly welcomes individuals with skills and experience in any of the following areas, whilst encouraging those who are interested in developing these skills:

- Human Resources
- Operational legal knowledge
- Volunteer management
- Fundraising
- Advice provision
- Monitoring and Evaluation
- Digital content and impact

- IT (including Microsoft 365)

Previous experience as a trustee is not a requirement.

What you'll gain

- The opportunity to create meaningful, lasting change in people's lives
- Build new skills and grow your experience
- Play an active role in our advice and community work
- Develop leadership skills and gain experience at board level

Role details

- This is a voluntary position
- The Board meets at least four times per year
- Most board meetings are held remotely
- You will be able to commit an additional 2 hours per week
- Reasonable expenses will be covered
- An induction will be provided and training will be offered

WWMS is fully committed to equality of opportunity and we welcome applications from all those with a genuine interest in the role. Whilst we particularly encourage interest from those with lived experience similar to those of our beneficiaries, we also recognize the important role that others can play at board level.

How to apply

You can find the recruitment pack [here](#). If you wish to discuss the role or the organization informally, please contact Andrew at contact@wwms.org.uk

If you are ready to apply, please use the link below to complete the short online application form: <https://forms.office.com/e/aympuXMmWh>

The closing deadline is Monday 29 June. Interviews will take place between 8 and 11 July. We will be recruiting again in early 2027, so do feel free to contact us after these dates.

All successful applicants will be subject to DBS checks.

Message from the Chair

Angela Odinaka-Ubochi

Dear Candidate,

Thank you for your interest in Wanstead and Woodford Migrant Support. We're delighted you're considering joining our community.

I encourage you to get involved. It's a rewarding place to learn, connect, and make a real difference.

Our work focuses on supporting vulnerable migrants with practical help. We assist with immigration applications, housing advice, and access to services through clear guidance, signposting, and referrals. With support, many people move from uncertainty toward secure residency while building stable, confident lives within their communities.

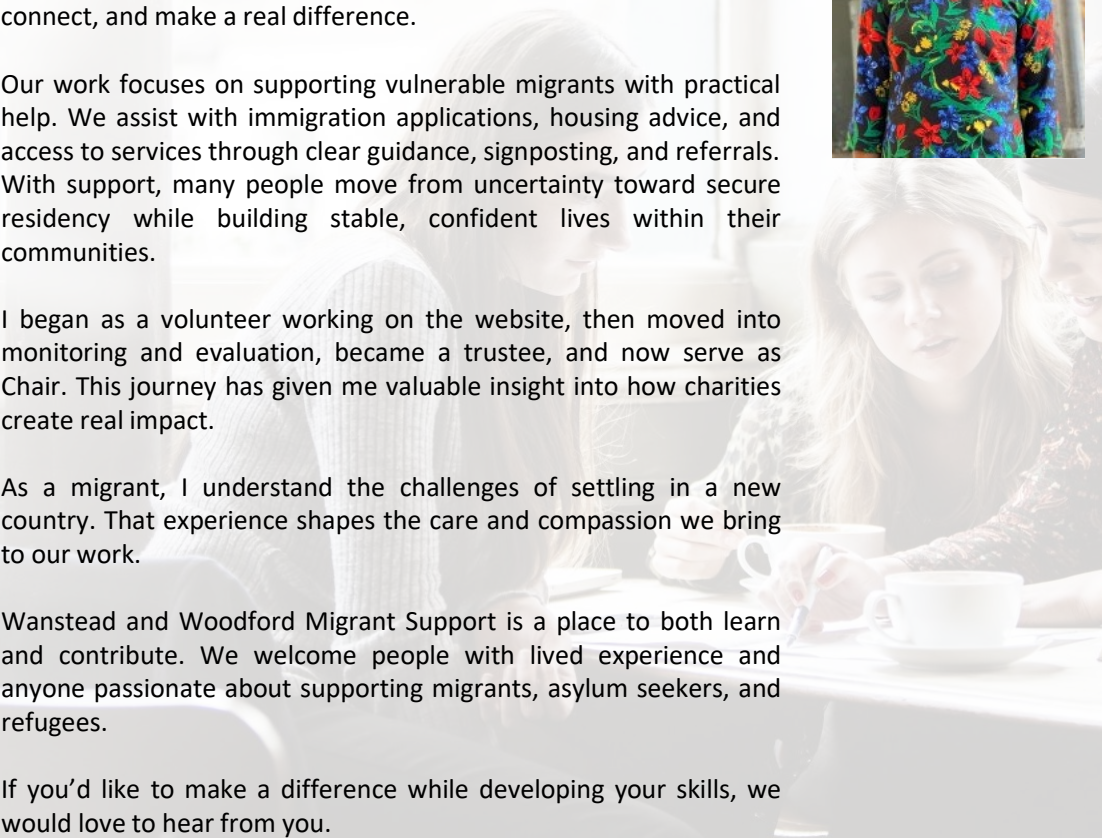
I began as a volunteer working on the website, then moved into monitoring and evaluation, became a trustee, and now serve as Chair. This journey has given me valuable insight into how charities create real impact.

As a migrant, I understand the challenges of settling in a new country. That experience shapes the care and compassion we bring to our work.

Wanstead and Woodford Migrant Support is a place to both learn and contribute. We welcome people with lived experience and anyone passionate about supporting migrants, asylum seekers, and refugees.

If you'd like to make a difference while developing your skills, we would love to hear from you.

Angela Odinaka-Ubochi Chair to the Board of Trustees



About WWMS

Wanstead and Woodford Migrant Support (WWMS) is a small Christian charity based in North East London. We seek to live out Jesus' teaching to "love your neighbour as yourself" through the advice and support that we give to asylum seekers, refugees and other migrants.

Empower migrants to achieve their life goals through specialist immigration advice and growing support services.

Expanding impact by recruiting staff and building partnerships with local organizations.

Engaging the community through coffee mornings, advocacy work, and committed volunteers.

As we grow to support more migrants, we're inviting passionate people to support our Chief Executive and help build a sustainable future for the charity.

What We're Looking For

Commitment to our mission

Time and dedication to contribute

Sound, independent judgement

Confidence to share your views

Understanding of trustee responsibilities (or willingness to learn)

A collaborative, team-focused approach



The Roles

The Board of Trustees particularly welcomes people with experience or interest in developing skills in the following areas

Human
Resources

Operational
legal
knowledge

Volunteer
management

Fundraising

Advice
provision

Monitoring
and
Evaluation

Digital
content
and
impact

IT (including
Microsoft
365)

Role details

This is a voluntary position

The Board meets at least four times per year

Most board meetings are held remotely

**You will be able to commit an additional 2 hours
per week**

Reasonable expenses will be covered

**An induction will be provided and training will be
offered**

**The opportunity
to create
meaningful,
lasting change
in people's lives**



**Build new
skills and
grow your
experience**

What WWMS will provide you!



**Play an
active role in
our advice
and
community
work**



**Develop
leadership skills
and gain
experience at
board level**



Our Activities

We run regular activities, including our bi-monthly coffee mornings, and will continue to develop new ways to support and connect with our community.



Wasted and Woodford Migrant Support
Teasing migrants with dignity and respect...

COFFEE MORNINGS

A welcoming space for migrants, asylum seekers & refugees

JOIN US

BENEFITS ADVICE
RESIDENTS OF REDBRIDGE ONLY

IMMIGRATION & HOUSING ADVICE
ONLY FOR ELIGIBLE INDIVIDUALS

FREE COFFEE & REFRESHMENTS
RELAX AND ENJOY A WARM DRINK.

CLOTHING & FOOD VOUCHER (IF ELIGIBLE)
ESSENTIAL ITEMS AVAILABLE.

MEET & CONNECT
MAKE FRIENDS AND SHARE EXPERIENCES.

FOR 2026:

- 16TH MAY
- 15TH AUG
- 7TH NOV

AT 11AM - 1PM

LOCATION:
BROADMEAD BAPTIST CHURCH
CHIGWELL RD, WOODFORD GREEN IG8 5PE

CONTACT:
CONTACT@WVMS.ORG.UK



Our Activities

Here are some additional activities we have delivered over the past year.

Wanstead and Woodford Migrant Support
Feeding Migrants with Dignity

A HEART of WORSHIP

THEME:
THE RESURRECTION

Breadmead Baptist Church
Saturday 15 Nov | 3 pm to 6 pm

CALLING ALL HEARTS TO WORSHIP

In unity, come worship and celebrate the Resurrection of Our Lord. Clergy, students, parents and volunteers are warmly invited to share through song, sermon and prayer.

Ephesians 5:19

WANT TO TAKE PART?
Sign up yourself or your church group.
Scan the QR code or fill out the form
Email: support@wams.org.uk
Wanstead Baptist Church, Chipwell Rd,
Woodford Green IG8 8JG



Wanstead and Woodford Migrant Support
YOU ARE INVITED TO
CONNECTING,
COLLABORATING &
SHAPING THE FUTURE
TOGETHER

7 MAR | FREE ENTRY | 1 PM

MUSIC - FUN - FOOD

LOCATION: BREADMEAD BAPTIST CHURCH
CHIPWELL RD, WOODFORD GREEN IG8 8JG

CONTACT: [SUPPORT@WAMS.ORG.UK](mailto:support@wams.org.uk)



REGISTER BY
SCANNING
THE QR CODE

WANSTEAD & WOODFORD MIGRANT SUPPORT
Feeding Migrants with Dignity and Respect

BAKE OFF



LOVE BAKING OR JUST LOVE CAKE?
Come take part in our WAMS Bake-Off and support our work with refugees, asylum seekers, and migrants. There's something sweet for everyone!

MAY 24TH 2025 1:00 PM

£3pp
Free for our
volunteers

Location: Breadmead Baptist Church
150, Chipwell Rd, Woodford Green, Essex IG8 8JG

Scan the QR code to sign up or follow your favourite social media

For queries or to contact us go to enquiries@wams.org.uk



How To Apply

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<https://forms.office.com/e/aympuXMmWh>

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**Wanstead and Woodford Migrant Support
April 2026**



3-Year Strategic Plan 2025-2028

Executive Summary

Building on our strong foundation of community trust and pro-bono partnerships, this strategy outlines our path to becoming a more sustainable, data-driven, and impactful organisation serving migrants across Redbridge, Newham, Waltham Forest, Havering, Barking and Dagenham, and the County of Essex.

Key Strategic Priorities:

1. **Strengthen Service Delivery** through improved staffing and volunteer coordination
2. **Build Organisational Sustainability** through diversified funding and robust systems
3. **Enhance Impact Measurement** to demonstrate outcomes and inform service development
4. **Expand Community Reach** while maintaining service quality and organisational capacity

Priority 1: Strengthen Service Delivery:

Reliable, high-quality services through better staffing and coordination. (enabled through recruiting immigration case worker and increasing the CEO's employment to 4 or 5 days a week), maintain AQS standards while expanding capacity, and develop structured training and supervision for consistent volunteer support.

Priority 2: Build Organisational Stability:

Diversified funding with financial reserves and robust governance. Move from 100% grants to mixed income portfolio, build a 3-month operating cost buffer, and improve and maintain policies, procedures, quality assurance and trustee recruitment, engagement and governance.

Priority 3: Enhance Impact Measurement:

Comprehensive evidence base demonstrating client outcomes and community impact. Upgrade Lamplight usage for robust outcome measurement, produce regular impact reports with case studies and demographic analysis, and use data to improve services and inform strategic decisions.

Priority 4: Expand Community Reach:

Stronger community presence and partnerships while maintaining quality. Develop formal relationships with local organisations for referrals, enhance coffee mornings and outreach activities, and position WWMS as a recognised voice on migration issues in the area.

Year-by-Year Implementation

Year 1 (2025-2026): Foundation Building

Budget Target: £65,000

Priority 1: Strengthen Service Delivery:	Priority 2: Build Organisational Stability:	Priority 3: Enhance Impact Measurement:	Priority 4: Expand Community Reach:
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Recruit Immigration Caseworker (£60k)	Secure funding for Year 1 operations	Implement comprehensive Lamplight data audit and new collection processes	Map existing partnerships and identify gaps
Maintain Andrew's CEO role And commence planning change in operational roles and responsibilities	Develop a new fundraising strategy with Trustee/volunteer support.	Establish baseline metrics for all client outcomes	Continue to develop coffee mornings with improved structure
Improve volunteer training and supervision			

Year 2 (2026-2027): Service Expansion

Budget Target: £85,000

Priority 1: Strengthen Service Delivery:	Priority 2: Build Organisational Stability:	Priority 3: Enhance Impact Measurement:	Priority 4: Expand Community Reach:
Recruit Volunteer Coordinator	Begin to implement fundraising strategy and diversify income	Produce first comprehensive annual impact report	Review and develop coffee mornings - increase scope if demand is there.
Achieve 6-8 trained volunteers in specialist roles	Strengthen governance with policy development and implementation, trustee recruitment (if needed/required) and training to improve engagement and governance		Continue to build on relationships and networks with local partners

Year 3 (2027-2028): Consolidation & Growth

Budget Target: £90,000

Priority 1: Strengthen Service Delivery:	Priority 2: Build Organisational Stability:	Priority 3: Enhance Impact Measurement:	Priority 4: Expand Community Reach:
Consider recruiting an operations manager to support the CEO	Build 3-month reserves fund (£22,500)	Demonstrate long-term client outcomes and community impact	Strong referral networks operating in both directions
Self-managing volunteer programme with coordinator oversight	Strengthen governance through recruitment and training. Undertake regular policy reviews and updates		