

<b>Position</b>	<b>Board Member (Trustee)</b>
<b>Organisation</b>	Scalabrini Centre of Cape Town
<b>To join the</b>	Board of Trustees (a non-remunerated voluntary position)
<b>Attendance requirement</b>	Quarterly meetings (mostly virtual, sometimes at the Scalabrini Centre)
<b>Closing date</b>	20 August 2024
<b>Email your application to</b>	<a href="mailto:operations@scalabrini.org.za">operations@scalabrini.org.za</a>
<b>Required</b>	Your CV & proof of relevant qualifications, ID/permit, Motivation letter & LinkedIn profile link

### About SCCT

The Scalabrini Centre of Cape Town is a South African Non-Profit Organisation advocating for the rights of people on the move. Our mission is “to welcome, to protect, to promote and to integrate people on the move into local communities” in pursuit of our vision of “a welcoming South Africa, where the rights of people on the move are realised”. We provide holistic services alongside a robust rights advocacy agenda and our programmes offer services that support the integration journey of people on the move who are settling in South Africa. We strive to be welcoming to all and to acknowledge everyone through a trauma-informed lens.

### Purpose of the position

The Scalabrini Centre of Cape Town (SCCT) would like to appoint a board member to fill the role of Trustee on the board of the Scalabrini Centre of Cape Town Trust. The applicant should be experienced at a high level in the non-profit sector and have an interest in the work required in the field of asylum seekers and refugees. (This is a non-remunerated voluntary position.)

### Primary Duties and Responsibilities

- Ensuring that the organisation carries out its purposes for the public benefit.
- Complying with the organisation’s governance framework and related legislation.
- Acting in the organisation’s best interests and without conflict of interests.
- Overseeing that the management of the organisation’s resources is carried out responsibly.
- Acting with reasonable care and skill and offering sound strategic advice.
- Ensuring that the organisation is accountable (financially and to its beneficiaries).
- Willingness to act as an ambassador for SCCT and serve as an active advocate.
- Leveraging connections, networks, and resources to develop collective actions to achieve SCCT’s mission.
- Fully engaging in identifying and securing financial resources and partnerships
- Attending regular board meetings; reviewing monthly financial statements; participating in fundraising and events; participating in/managing committees; etc. (attending annual conferences, networking events)
- Contributing to community growth (representing the non-profit at events, speaking to the media)
- To attend all the board meetings (mostly virtual and from time to time at the centre).

### Minimum requirements

- Experience in board governance, policy development, strategic planning, fundraising, marketing skills, event management experience, etc.
- Commitment to the objectives of the Scalabrini Centre of Cape Town.
- Experience or foundational knowledge of finance.
- Willingness to fulfil the duties and standards of conduct required of a board member.
- Understanding of equality and diversity issues, as well as migration issues.
- Must have interpersonal, problem-solving and communication skills.
- Willingness to commit time for board meetings, committee meetings, planning sessions, and special events.
- Team player who works well in a group.
- Have a direct and objective approach.

### How to apply

Please submit your CV, ID or Passport and permit, Proof of Qualifications and Cover Letter by the above closing date, stating why you wish to be considered for the role, to Lolanda van Romburgh (HR & Operations Manager) by email at [operations@scalabrini.org.za](mailto:operations@scalabrini.org.za). Prospective board members who best meet our requirements will be invited to an interview with our current board members following which the board will make the final appointment. Should you not hear from us within two weeks after the closing date, please consider your application unsuccessful. The board retains the prerogative to re-advertise, to not make an appointment immediately, and/or to appoint the candidate probationally (probation period to be determined).