# HR Trustee

**Job title** Human resources trustee

**Direct report Chair and trustees.** Working withSenior members of paid staff

**Background** A general background in strategy, governance, finance, HR, legal.

# Role summary

* Committed to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition.
* To promote staff and trustee development.
* Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice and to advise the board on implementing required new developments in response to legal developments and changes.
* Implementing and reviewing company policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
* Ensuring long-term strategic oversight of the organisation’s personnel and staffing requirements in relation to the overarching goals of the charity.

**Main responsibilities of the HR trustee**

* To review and recommend current and future strategic resourcing, training and development plans to the trustee board.
* To actively contribute to HR policy setting, strategic direction, goal and target setting, and support senior staff in evaluating staff performance against defined targets, budgets, and charitable objectives.
* To ensure that HR activities and interventions are linked to the company’s charitable objectives and complement the company culture.
* To ensure the Trustee Board monitors and reviews the role and performance of all staff, rewards performance accordingly and identifies appropriate development opportunities.
* To collaborate with the Director for Finance to monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial and organisational management.
* To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met.

**Qualities of an HR Trustee**

**Essential**

* Experience of performance management, HR/employment law issues and implementing them contextually.
* Willingness to actively participate in discussions concerning needs of company’s beneficiaries, staff and the trustee board.
* Willingness to act in the best interest of the charity while adhering the Nolan principles of public life.
* Sound, independent judgement and ability to think creatively.
* Working effectively as a team member and demonstrating a willingness to learn and develop.

**Desirable**

* Strong intellectual and analytical ability; innovative thinker and ability to focus on issues requiring action.
* Experience in financial management and social media.
* Experience in the charitable or voluntary sector.
* Experience of charity law and governance.

**Time commitment and location**

* The Board meets at least 3 times a year and the chair is expected to be available at least 3 times in a year.
* You will be a member of a sub-committee which will meet at least 3 times in a year with additional meetings to meet unexpected changes in staffing or national legislation.
* Attendance at award meetings or fundraising meetings is optional but input to budget development is expected.
* Board meetings are held at the organisation’s premises: