**Role description for Trustee – Human Resource lead**

**Join us for an exciting opportunity to make a difference...**

As a Trustee with a Human Resources background, you will take the lead at board level, whilst ensuring that the collective responsibility of the Board of Trustees for the management, support and development of Shine’s staff is maintained.

The statutory duties of all trustees are:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* To ensure that the organisation pursues its objects as defined in its governing document.
* To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
* To contribute actively to the board of trustees’ role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
* To appoint the Chief Executive Officer and monitor his/her performance

In addition to the above statutory duties, a Trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

* Promoting the interests of the charity at all opportunities
* Providing guidance on new initiatives
* Other issues in which the Trustee has special expertise

**Main Responsibilities of Trustee – HR Lead**

In relation to the Board:

Advise Trustees on the long-term vision and strategic direction for investment in human resources:

* to grow, maintain and develop staff throughout the organisation
* to contribute to HR policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
* to ensure that HR activities and interventions are linked to Shine’s charitable objectives and complement the company culture
* to advise on and help improve management of HR
* to ensure the Board of Trustees properly remunerates staff, reviewing and rewarding performance and development opportunities

In relation to the Chief Executive and HR Management Function:

* To work with Shine’s CEO to review current HR management arrangements, and provide guidance on HR strategy and short and long-term direction
* Receive progress reports on HR and any reoccurring staffing issues

**Person Specification**

**Essential for the HR lead**

* A substantial background as a senior HR professional, with proven track record of success at an operational and strategic level.
* An understanding of the UK charity sector, good governance, Charity Commission, relevant legislations and statutory requirements
* A thorough understanding of HR policy and practice
* Experience of performance management, HR/employment law issues and implementing them contextually
* Working effectively as a team member and demonstrating a willingness to learn and develop
* Excellent networking skills, influencing and communication skills.
* An interest in the work of Shine

**Essential for all Trustees**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Strategic and forward-looking vision in relation to the charity’s objects and aims.
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and constructively criticise.

**Desirable for all Trustees**

* To have spina bifida and/or hydrocephalus or direct knowledge of the conditions through personal or professional connections (and/or disability in general) and an understanding of the impact of the conditions on people’s lives
* Prior experience of committee/trustee work.
* Direct experience of spina bifida and/or hydrocephalus and understanding of the impact the condition has on people’s lives.
* Knowledge of the type of work undertaken by the charity.
* A wider involvement with the voluntary sector.
* Experience of chairing meetings, committee work
* Leadership skills exercised through a period change.

**Time Commitment**

* Up to 6 days a year, which include:

- 4 days for Committee meetings. These dates will be planned well in advance. Board meetings usually take place in Shine’s Head Office in Peterborough.

- Phone calls or meetings with the CEO / HR advisers

**For a discussion about the volunteer trustee role:**

Please contact Kate Steele, CEO at Shine on 07767 376384 or email kate.steele@shinecharity.org.uk

**To apply:**

Please submit a CV and covering letter to Steve Ellen, Director of Finance at steve.ellen@shinecharity.org.uk

Closing date: 11 October 2019