



Trustee with HR Responsibility – Role Description

Main Role and Responsibilities

1. Being committed to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee training and development. To review and recommend current and future strategic resourcing where appropriate.
2. Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.
3. Implementing Charity policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
4. Ensuring long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.
5. To actively contribute as required to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives.
6. To ensure that HR activities and interventions are linked to the charitable objectives.
7. To ensure the Trustee Board monitors and reviews the performance of the Charity's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities.
8. To advise and support the board to ensure that in their role as a Company Director they are compliant with all current employment law and legislation and highlight any concerns.

As well as the above specific duties all trustees will undertake the following.

Essential

- Experience of being a trustee.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and can encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion Gorebridge Community Development Trust's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Responsive and available.

In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Support and provide advice on Gorebridge Community Development Trust's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Gorebridge Community Development Trust's financial plans and budgets and monitor and evaluate progress.

- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Gorebridge Community Development Trust's financial statements.
- Keep abreast of changes in Gorebridge Community Development Trust's operating environment.
- Contribute to regular reviews of Gorebridge Community Development Trusts' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Gorebridge Community Development Trust's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of Gorebridge Community Development Trust's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values Gorebridge Community Development Trust's.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment

Terms of office

- Unspecified.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment

- Attending 12 Board meetings annually. Currently meetings are held in person at the Gorebridge Beacon, hybrid can be arranged.
- Monthly scheduled meetings with sub-committee
- Attending Strategy and any training sessions.