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**Job Description: People and Teams Trustee**

If you are experienced in HR and/or recruitment, we need your help. This is a voluntary position, and we can guarantee you huge satisfaction and enjoyment at the opportunity to make a real difference to the community Newmilns Snow & Sports Complex (Peak Park) serves.

We are the UK's only charity ski slope. We are a volunteer led, community run social enterprise organisation who use snow sports as a mechanism for positive health, well-being, and social change in our local community. Our profits are reinvested to support our community by providing access to personal development, employability and training opportunities.

Our people are core to the charities success and that includes our Board.

We value diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or have additional needs we can support to ensure they can contribute fully.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Join us and you’ll be part of a small charity with big objectives.

**Remuneration**: This is a voluntary, unremunerated role. All meetings are held via MS Teams. Reasonable travel expenses to any in-person meetings are covered.

**Term:** up to 2 years with an option to extend.

**Time commitment:** Attend board meetings and sub-committee meetings as necessary, virtually. On an ad hoc basis, to work with the Chair of Trustees, other Board members and the CEO, outside of the Trustee meetings, to support and develop the People strategy.

**Reporting to:** Chair & Board of Trustees

**Required Background:** A background in HR/People at a strategic or senior level.

**Role Summary**

* 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 support the CEO to review and recommend current and future strategic resourcing where appropriate.
* Supporting the Board in assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.
* Implementing any Charity policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
* Supporting the CEO in ensuring long-term strategic oversight of the organisation’s personnel and staffing requirements in relation to the overarching goals of the charity.
* To actively contribute as required to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives.
* To ensure the Trustee Board monitors and reviews the performance of the Charity’s Chief Executive, rewards performance accordingly and identifies appropriate development opportunities

**Person Specification**

* A strong knowledge of general HR at a senior level and a charities responsibility.
* Detailed knowledge of Recruitment/Employment/Volunteering Law, Regulations, Codes of Practice and Good Practice.
* General awareness of employee talent, retention and performance
* A good understanding of HR within a small charity and the challenges facing small charities.
* Sound, independent judgement and ability to think creatively.
* Ability to give constructive feedback and provide challenge.
* Experience in the charitable or voluntary sector is desirable.

**Experience and Commitment:**

* Strategic vision, sound and independent judgement.
* Ability to communicate persuasively and a willingness to speak their mind.
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
* Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
* A proven track record of sound judgement and effective decision making.
* A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

* Commitment to the Charity and a willingness to devote the necessary time and effort. .
* Willingness to be available to colleagues for advice and enquiries on an ad hoc basis.
* Good, independent judgement and strategic vision.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.

**The statutory duties of a Trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' 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 organisation and to ensure the proper investment of the organisation's funds.

**Main Responsibilities of the HR/People Trustee in partnership with the CEO**

* Oversee the Charity’s People sub-committee to make sure it is carried out in legal, honest, and accountable ways.
* Develop a People strategy with clear KPI’s, mitigations and evaluation.
* Contributing your vast knowledge of HR, best practice, and strategies and support recruitment.
* In partnership with the CEO, report to the Board at a strategic level on the successes and challenges of the People strategy.