

Carers Trust Thames - HR Trustee Job Description

Context and purpose

Carers Trust Thames is a Network Partner of Carers Trust and our mission is to ensure that practical support is available to unpaid carers and for their cared for. We deliver our services in Milton Keynes, Buckinghamshire and West London.

We are seeking someone to become a Trustee (Director) of our social care charity with a focus on HR. Trustees are responsible for the governance of the charity and overseeing the work of the paid staff team to make sure the charity is supporting carers and the people they care for well.

You can find out more here: <https://www.carerstrustthames.org.uk/support-us#become-a-trustee>

General responsibilities:

- Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.
- Implementing 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.

Additional duties of the HR Trustee include:

- To be a member of the HR Sub-Committee
- To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Trustee Board
- To actively contribute to 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 the company's charitable objectives and complement the company culture
- To ensure the Trustee Board monitors and reviews the performance of the company's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities
- 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 management
- To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met
- To sit on appraisal, recruitment and disciplinary panels as required

Person specification

- Long term commitment to Carers Trust Thames.
- Willingness to devote the necessary time and effort, for example, a recent retiree with HR experience
- Strategic vision
- Sound, independent judgement and ability to think creatively
- Willingness to actively participate in discussions concerning needs of company's beneficiaries, staff and the trustee board
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to act in the best interest of the charity while adhering the [Nolan principles](#) of public life

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Qualifications and Experience

- HR qualifications for example Chartered Institute of Personnel and Development (MCIPD; FCIPD)
- Experience of performance management, HR/employment law issues and implementing them contextually
- The skills to analyse proposals and examine the people impact of such topics
- Preparedness to make unpopular recommendations to the board

Desirable but not essential

- Experience of caring for someone; receiving health or social care services yourself would be an advantage but is not essential.
- Experience in the charitable or voluntary sector
- Experience in NHS or care sector
- Experience of charity law and governance

Time Commitment and Practical Considerations

The time commitment is around one to two days a month on average (6 board meetings p.a., plus 6 subcommittees and preparation time), but you can get more involved if you wish!

Trustees must be willing to travel to our offices in Wicken (MK19 6DG), High Wycombe (HP12 3YZ) and Hillingdon (UB7 7BQ) for meetings every couple of months.

Evaluation

Self and by the Board, annually.