

Trustee

Human Resources (HR)

Committee



Role Description to be read in conjunction with "Join CAW Trustee Board" paper.

We are looking for an individual with a genuine interest in the work of Citizens Advice and who will be motivated by supporting all aspects of our work across Westminster. The Trustee will ideally have HR expertise and experience be expected to assist Citizens Advice Westminster in reviewing and recommending on current and future strategic people resource management, training and development; as well as supporting the organisation to maintain a thriving workplace environment. An understanding of the voluntary sector and previous experience as a charity trustee are both desirable but not essential.

Main Duties and Responsibilities of the HR Trustee include:

- Be a member of the HR Committee and attend meetings in this respect as well as Trustee Board meetings;
- Keep up-to-date with legal requirements and best practice around employment and volunteer management, recommending new ways of working as appropriate;
- Participate in the recruitment of new staff, volunteers and Trustees;
- Review and recommend on current and future strategic resourcing decisions, and the training and development of the organisation's people;
- Periodically review and recommend organisational policies and procedures;
- Review appraisal of board members, ensuring compliance with the organisation's articles and Companies House / Charity Commission;
- Provide input into developing the strategic direction of the organisation as detailed in the Business and Development Plan, with regards to the growth and development of the organisation;
- Assist with the planning and management of the organisation's annual away day;
- Help to develop and maintain external relationships locally and nationally, with

key stakeholders, to support the growth and long-term viability of the organisation;

- Maintain a comprehensive knowledge and understanding of all aspects of the organisation to ensure accurate and consistent representation;
- Perform any other duties relevant for a post of this nature.

Person Specification

In addition to meeting the core Trustee requirements, the HR Trustee should possess the following qualities:

- HR experience in a senior role;
- Ability to become conversant with the provisions of Citizens Advice Westminster's articles and any associated regulations or documents, and to advise on their implications in board discussions;
- An ability to demonstrate a wide range of knowledge and understanding of workforce development and training and performance management;
- Willingness to lead, where appropriate, and participate in discussions concerning the personal development needs of the workforce;
- Ability to demonstrate good understanding of current developments in HR and employment practice within the charity sector;
- An ability to understand the role played by volunteers in the organisation's operations;
- Experience of developing, executing and reviewing HR strategies and related goals;
- Effective communicator with strong oral and written skills.