

**Role description: Hilda Lane Community Association (HLCA) - HR/Governance Trustee**

**Job title:** HR/Governance Trustee

**Direct report** . Reporting to Chair of Board of Trustees.

**Background** . A general background and understanding of HR/governance with an ability to write appropriate policies and procedures

**Role summary**

- Committed to ensuring highest standards of governance in policies and practice related to HLCA employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- . Building on existing policy and governance to ensure compliance
- 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 Centre users and staff.
- Ensuring long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.

**Main responsibilities of the HR trustee**

- To review and recommend current and future strategic resourcing, training and development 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 monitor whether the service complies with HLCA Memorandum and Articles of Association and standards and if the needs of the centre users are being met.

## **Qualities required for the HLCA HR/Governance Trustee role**

### **Essential**

- Experience of performance management, HR/employment law issues and implementing them contextually.
- Willingness to actively participate in discussions concerning needs of company's users, staff and the trustee board.
- Willingness to act in the best interest of the charity while adhering the Nolan principles of public life.
- Sound, independent judgement and ability to think creatively.
- Working effectively as a team member and demonstrating a willingness to learn and develop.

### **Desirable**

- Experience in the charitable or voluntary sector.
- Experience of charity law and governance.
- Live in SE London or have knowledge of or an affinity with the local area

### **Time commitment and location**

- The Board meets at least 4 times a year and the trustee is expected to be available occasionally for company events such as AGM and staff events
- Attendance at other events such as Centre events or fundraising meetings is desirable
- Board meetings are held at the organisation's premises: St Hughs Community Centre, 42 Castledine Road, Anerley, London SE20 8PL