



Beaver Community Trust Ltd
Trustee Job Description – Human Resources

Key responsibilities to:

1. identify and manage Human Resources risks to the charity;
2. be responsible for communicating Human Resources issues to the board and giving expert advice to the Business Manager and Chair especially in the event of serious staff or HR disputes and issues;
3. ensure diversity is represented in all staffing and human resources decisions made by the Charity;
4. develop, improve and participate in the Charity recruitment and selection processes;
5. carry out spot checks and audits on areas of Human Resources to ensure standards are being met;
6. check and update any relevant charity HR Policies on a regular basis when required;
7. monitor, identify and interpret any future relevant Human Resources trends for the Board;
8. carry out any tasks deemed necessary to fulfil the role of Trustee.

With other trustees to hold the charity “in trust” for current and future beneficiaries by:

1. ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. being responsible for the performance of the charity and for its “corporate” behaviour;
3. ensuring that the charity complies with all legal and regulatory requirements;
4. acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. ensuring that the charity’s governance is of the highest possible standard.

Duties and tasks to fulfil these key responsibilities:

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;

To work in partnership with other trustees, the business manager and other senior staff to ensure that:

- 1.1 the charity has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by trustees and staff.
- 1.2 the business, operational and other plans support the vision, mission and strategic priorities.
- 1.3 the business manager’s annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.
- 1.4 board policies support the vision, mission and strategic priorities.



1.5 there are effective mechanisms

- to listen to the views of current and future beneficiaries;
- to review the external environment for changes that might affect the charity;
- to re-assess the need for the charity and for the services it provides, or could provide and
- to review regularly its strategic plans and priorities.

2. Being responsible with the other trustees, for the performance of the charity and for its “corporate” behaviour:

- 2.1 To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports on the performance of the charity.
- 2.2 To ensure that the fundamental values and guiding principles of the charity are articulated and reflective throughout the charity.
- 2.3 To ensure that views of beneficiaries on the performance of the charity are Regularly gathered and considered by the board.
- 2.4 To appoint the Business Manager, to set his/her terms and conditions and to ensure that the Business Manager and the charity invest in the Business Manager’s ongoing professional development.
- 2.5 To receive regular reports for the Business Manager on progress towards agreed strategic priorities.
- 2.6 To hold the Business Manager to account for the management and administration of the charity.
- 2.7 To ensure that the Business Manager receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives.
- 2.8 To ensure that the Business Manager develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- 2.9 To articulate the values of the charity; Wisdom, Thankfulness, Humility, Service, Compassion, Trust, Peace, Forgiveness, Friendship, Justice, Hope, Creation and Partnership.

3. Ensuring that the charity complies with all legal and regulatory requirements;

- 3.1 To be aware of, and to ensure that the charity complies with, all legal, regulatory and statutory requirements.
- 3.2 to maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the governing instruments regularly.
- 3.3 If the charity has powers to delegate, to agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub-committees, job description for



honorary officers, trustees and key staff, etc.; and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.

- 3.4 To ensure that the responsibilities delegated to the business manager are clearly expressed and understood, and directions given to him/her come from the board as a whole.

4. Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

- 4.1 To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- 4.2 To ensure that the major risk to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
- 4.3 To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
- 4.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interest of the charity.
- 4.5 To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.
- 4.6 To exercise effective overall control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and consistently maintained through regular evaluation and improvement in the light of experience.
- 4.7 To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, the charity's good name and reputation etc are properly valued, utilised and safeguarded.
- 4.8 To ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief due is claimed.

5. Ensuring that the charity's governance is of the highest possible standard.

- 5.1 To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objectives, and that enables the trustees to fulfil their responsibilities.
- 5.2 To reflect annually on the board's performance and your own performance as a trustee.
- 5.3 To ensure that the trustee board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise.
- 5.4 To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of trustees.



- 5.5 To ensure that there are succession plans for the chair and the Business Manager.
- 5.6 To participate in individual and collective development and training of trustees.
- 5.7 To abide by the code of conduct for trustees.
- 5.8 To ensure that major decisions and board policies are made by the trustees acting collectively.

Personal Specification

- Experience in Human Resources management at a senior level, preferably CIPD qualified.
- An excellent understanding of good practice in equal opportunities.
- Good people management skills and IT literacy are essential.
- Previous experience of working in a charitable environment is desirable but not essential.
- Must be willing to make an Enhanced Disclosure Application to the Criminal Records Bureau.
- Must be able to act as a Company Director under the Companies Act.
- Must be able to provide two personal references.

Commitment

- Minimum of 8 hours per month to include attending regular board meetings which are usually held at The Willow Centre in Ashford.
- This is an unpaid role; however direct expenses incurred whilst fulfilling the role may be reimbursed by prior agreement within the Charities rules. Please note that neither Trustees or their families can benefit financially from their role in the Charity unless additional professional work is commissioned through the Charities tendering process.