

## **HR Specialist Trustee – Evolve Counselling CIO (1181861)**

### **Role Description and Person Specification**

#### ***Role description***

In addition to the general responsibilities of a trustee, the duties of the HR specialist include the following:

- Liaising with the CEO on all HR matters and keeping the board informed about its legal duties and responsibilities
- Ensuring Evolve adheres to best practices in HR, employment law and employee/stakeholder relations
- Providing strategic guidance for the recruitment, retention and professional development of employees, trustees, counselling members and volunteers
- Advising the CEO and Head of Counselling on best standards in Employee Assistance Programmes as part of our engagement with existing and new contracts
- Working with the CEO to ensure all HR policies and procedures are legally compliant and fit for purpose
- Advising on initiatives to develop the CIO's culture and community

The general duties of a trustee are as follows:

- Ensuring that the charity pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy and evaluating performance against agreed targets
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Safeguarding the good name and values of the charity and ensuring its financial stability
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place and reviewing them regularly
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

#### ***Person specification***

In addition to the person specification of a trustee, the HR specialist should have the following qualities:

- Proven experience of HR management
- The skills to examine and interpret employment law
- A sound understanding of best practices relating to EDI
- Being prepared to make unpopular recommendations to the board and to be available to staff for advice and enquiries on an ad hoc basis

In most circumstances it is also desirable that the HR specialist has knowledge of the type of work undertaken by Evolve, the operation of charitable businesses, the demands of the Charity Commission, and a wider involvement with the voluntary and community sector and other charity or social purpose business networks.

The general person specification of a trustee is as follows:

- A commitment to the charity
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind constructively and respectfully
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Demonstrate commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership