



Swan Lifeline. Trustee – HR Lead

At a glance

Are you passionate about wildlife and nature? Are you looking for a purpose-driven Trustee role? Do you have a background in HR and an interest in developing people?

Unique Trustee role at a leading Swan rescue charity offers the chance to be the 'wind beneath the wings' of these beautiful birds, who we rescue, rehabilitate and release back into their natural habitat.

Skills

HR

Where

This position is mostly home-based, but some work will also take place at our base on Cuckoo Weir Island, Eton, Berkshire, SL4 6SS where our full-time and Volunteer staff work. We are looking for someone who lives in the Thames Valley who can visit the site when needed.

Time

Estimate of time needed: 3-4 hours / week. The trustees meet up to once a month, either virtually or on-site at our base.

Deadline

10 August 2024

What will you be doing?

As Trustee – HR Lead, you will play a crucial role in developing our most precious and important asset: our people. You will gain valuable experience in the non -profit sector and contribute to the growth of a unique and valuable wildlife charity. This role involves engaging with an interesting and varied group of people from many different backgrounds (fellow Trustees, full and part-time site staff and Volunteers).

This is an unpaid Trustee position. We understand the importance of work-life balance and value your time. Your commitment can be tailored to fit your schedule. You'll be working with a passionate and friendly group of Trustees and while we all work hard, we learn lots and have fun doing it!

About Swan Lifeline

Swan Lifeline is the oldest registered charity devoted entirely to the care of sick and injured swans in the Thames Valley and surrounding areas and has cared for over 30,000 sick and injured swans. We are based on the magical Island setting of Cuckoo Weir Island in Eton, Berkshire, SL4 6SS.

Our aims are to RESCUE, REHABILITATE and RELEASE injured swans, and we are able to provide shelter and treatment for up to 180 at a time, returning them to the wild as soon as possible.

What are we looking for?

As our As Trustee – HR Lead, you would play a leading role (with input from fellow Trustees) in developing our HR strategy and policies.

You would also be responsible for helping us recruit, train, manage and develop our staff (Full-time staff, Trustees and volunteers).

What difference will you make?

As a small charity with currently 3 employees and 20 Volunteers your skills and experience would be an invaluable addition to our board of trustees as we seek to grow and do more. Without the right balance of skilled and dedicated staff and volunteers, we cannot support swans who desperately need our help and face an uncertain future because of the Nature emergency and Avian flu. The team you build and develop will be the driving force behind continuing to sustain Swan Lifeline for the future.

Experience and Skills

We are looking for the following qualities, attributes, skills and experience:

General qualities and attributes

- Passion for animal welfare, and Swan Lifeline's core mission.
- Excellent communication and interpersonal skills.
- High degree of empathy suitable for personal, informal team.
- Strong organisational and time-management skills.
- Ability to juggle multiple work streams at any one time.
- Ability to lead independently but be part of a team.

Primary responsibilities of the Trustee – HR Lead

- Build a mid and long-term strategy for people.
- Develop our Volunteer offer and strategy.
- Advise and develop onboarding, training and development strategies.
- Review and update compliant People-related policies and data.
- Stay informed about HR/Charity best practices, and emerging trends.
- Develop an informative induction programme for new Volunteers.
- Working with the Volunteer Manager implement regular Volunteer outreach & satisfaction reviews to assist in long-term retention.
- Develop low-cost but high impact CPD programme for staff.

Trustee responsibilities

- An understanding of trustee legal duties, responsibilities and liabilities.
- Safeguarding the reputation of the charity.
- Ensuring financial stability of the charity.
- Ensuring SLL has a long-term strategy to achieve its objectives.
- Ensuring SLL has effective policies and procedures to achieve its goals.
- Actively participate in Trustee meetings and shared workload.
- Comply with charity law, our constitution, and other relevant legislation.
- Use your specific skills and expertise to help good decision making.
- Be an active Board member exercising our responsibilities and functions.

How to Apply

Please apply to: julian@swanlifeline.uk

Please send us:

A) a short cover letter detailing why you are interested in this role and additionally B) a CV detailing your relevant experience.

Interviews are informal and in person or on Zoom. Do contact us before if you have any questions or would like to discuss the opportunity with a Trustee.

Swan Lifeline is a Charitable Incorporated Organisation Reg No 1156995 We are entirely funded by donations

Swan Lifeline is an equal opportunity employer.
<https://swanlifeline.uk>