

## Trustee with HR expertise - Role Details

### Background:

Kingston Carers' Network (KCN) is a local registered charity, providing independent information, advice, advocacy and support to people who care for someone living in the Royal Borough of Kingston upon Thames. We support carers of all ages, including young carers aged 5 to 18.

### Who we are looking for

KCN are looking to strengthen their Trustee Board by appointing a Trustee with HR expertise. KCN has grown significantly over the last eight years, and now has a staff of eighteen dedicated team members and an annual income more than £700,000.

This is an exciting opportunity to join a well established and expanding organisation. As we continue to develop and grow our services we would benefit from the oversight and guidance that an HR professional could give.

### How you can help:

The trustee board is responsible for the governance of the organisation.

We are looking for an individual who can bring HR knowledge, commitment, enthusiasm and attention to detail to the governance role. Ideally you will have a minimum of CIPD level 5 qualification and proven experience in HR management.

### Your role:

- To ensure that KCN is legally compliant with current Employment legislation
- To advise on good practice in staffing and HR matters
- To provide strategic oversight of any future restructure and impact on HR
- Overview and review of policies and procedures relating to HR
- To contribute actively in giving strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To ensure KCN complies with its constitution, charity law, company law and other relevant legislation/regulations
- To ensure that KCN pursues its charitable objects as defined in the constitution
- To ensure that KCN applies its resources exclusively in pursuance of its charitable objects
- To safeguard the good name and values of KCN, and to comply with the Code of Conduct for trustees
- To ensure the effective and efficient administration of KCN
- To ensure the financial stability of KCN
- To protect and manage the property of KCN, and to ensure the proper investment of the charity's funds
- To appoint and support the Director (CEO)

## Your responsibilities:

- To use your specific knowledge or experience to help the board of trustees reach sound decisions. This will involve scrutinising committee papers, leading discussions, focussing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the charity's work in which you have special expertise
- To be committed to at least one area of responsibility i.e. HR
- To promote KCN's values, objectives and initiatives at all appropriate opportunities

## The qualities and attributes we are looking for:

- Empathy for caring and understand the role of unpaid carers
- A commitment to KCN
- Integrity
- An understanding and acceptance of the legal duties and responsibilities of trusteeship
- A willingness to devote the necessary effort to the duties of a trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively as a member of a team

## Skills and experience:

- Be qualified to a minimum of CIPD level 5
- Proven experience of HR management
- Experience in employment law issues
- Experience of performance management

## Time commitment:

- The board of trustees meet once a month – typically for 2 hours from 6.15 pm on Wednesday
- Attend ad-hoc HR/Staffing sub-committees meetings
- 2 or 3 hours a month providing advice and leadership on HR areas
- For continuity, we ask that you would be prepared to serve for a minimum of 3 years, subject to being re-elected/re-appointed

## Location:

- Board meetings take place at our office at 418 Ewell Road, Tolworth. KT6 7HF

## Feel inspired?

If you are interested in becoming a trustee, or would like to find out more, contact **Jo** at [admin@kingstoncarers.org.uk](mailto:admin@kingstoncarers.org.uk) or **020 3031 2751**

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