



Kingston Carers'
Network

A Network Partner of
**CARERS
TRUST**

KINGSTON CARERS' NETWORK
Improving the lives of carers in Kingston

TRUSTEE (HUMAN RESOURCES LEAD)



Carers deserve to be identified valued and celebrated for what they do and it is our purpose to support them.



TRUSTEE (HUMAN RESOURCES LEAD)

Closing date: 5pm Friday 14 November 2025

Interviews: Dates TBC

Location: Kingston upon Thames with some hybrid working

Time Commitment: Usually 5 Board meetings per year, plus occasional sub-committee / committee meetings as required..

Salary: This is an unpaid (voluntary) Trustee position, though reasonable expenses (e.g. travel, training) will be reimbursed.

Responsible to: Chair of Board of Trustees

About Kingston Carers' Network (KCN)

Kingston Carers' Network (KCN) is an independent charity providing information, advice, advocacy and support to unpaid carers of all ages in the Royal Borough of Kingston upon Thames

We operate as both a registered charity and company (Charity no. 1151456, Company no. 8376060) and are committed to high standards of governance and impact. kingstoncarers.org.uk

Our Trustees form a vital part of our strategic oversight. We are now seeking a Trustee with substantial HR expertise, ideally from the corporate or charitable sector, to strengthen our board's capacity in people, culture, and organisational development.

OUR VISION, MISSION AND VALUES

KCN's vision is a future where unpaid carers are recognised, valued, and enabled to live and care well.

Our mission is to provide tailored information, advice and support to unpaid carers, advocating for better local services that meet their needs.

Values

Everything we do is driven by the following values:

Compassion: We bring an empathetic and caring approach to our work and ensure that carers are treated with compassion and care by others.

Authenticity: We stand with carers and use our independence and lived experience to challenge injustice and champion carers' rights.

Representation: We are proactive in putting unpaid carers at the heart of our decision-making so that carers' diverse perspectives are seen, heard and shape our services.

Expertise: We recognise carers as experts in their loved ones' needs, bringing innovation to our services through co-production and listening and learning from feedback

Relationships: We build and strengthen peer support and community.



HEAR FROM OUR CARERS

**My Daddy cannot see
So he can easily be stung by a bee
I like to help him do small things
Like stopping the bus and reading him the
book Fing
Even though being blind is not fair
It makes me happy to show him that I care**

Young carer, aged 5

I continue to support my daughter. She herself has become a carer for her boyfriend who has become part of our family. I now have a dual role, I care for and peer support my daughter as a mental health survivor and I also use my carer experience to mentor her in her caring role.

It makes me very proud that I can pass on the kindness and understanding that helped me to support her look after someone else.

It's not just that KCN improved my life as a carer. I would say KCN saved my life and enabled me to save the lives of my daughter, her boyfriend and our whole family. I feel so grateful and passionate about this that I have become an advocate for mental health survivors, their carers and neurodivergent people in crisis so that I can reflect back something of what I received.

PURPOSE OF THE ROLE

The HR-focused Trustee will bring strategic leadership to KCN's people function, working with the board, CEO, and senior management to ensure that the charity is a well-led, fair, inclusive, and high-performing organisation. This role involves oversight of HR policy, talent strategy, workforce planning, culture and employee wellbeing, as well as compliance with employment law and best practice in the charity sector.

WHAT YOU'LL BE DOING

Strategic Governance & Oversight

- Contribute to the overall strategic direction, mission and objectives of KCN as a full Trustee.
- Ensure that the organisation's people and culture strategy aligns with its mission and supports long-term sustainability.
- Monitor performance against agreed targets, using HR metrics (e.g. staff turnover, diversity, engagement) to inform board decisions.
- Uphold good governance, probity, and compliance in all activities, ensuring alignment with charity law, employment regulations, and best practice.

People & Culture Leadership

- Advise on and help shape KCN's HR policies and procedures, ensuring they meet legal and sector standards (recruitment, performance management, reward, equality & diversity, discipline/grievance, safeguarding, etc.).
- Support the development of effective reward, recognition and wellbeing programmes, especially important in a caring/environmental pressure context.
- Guide workforce planning and talent management: recruitment strategies, succession planning, leadership development.
- Oversee staff engagement and culture initiatives, including diversity, equity, inclusion and staff voice.
- Provide support in resolving complex HR issues or disputes, including bringing objective oversight or mediation where needed.

Board / Committee Roles

- Full member of the Board of Trustees.
- Lead or commission periodic independent reviews of salaries, benchmarking, terms & conditions in the charity sector.
- Present regular reports to the Board on HR performance, risks, and opportunities.
- Help lead and review any required organisation-wide change or restructuring from a people perspective.

Stakeholder Engagement & Risk

- Serve as a bridge between board and staff, promoting trust and communication.
- Help identify and mitigate people-related risks (e.g. capacity, turnover, succession, compliance).
- Support fundraising, networking, and advocacy, especially where HR / people issues intersect with funders, regulators or partner organisations.

WHO WE'RE LOOKING FOR

Essential

- Substantial (senior) experience in HR leadership (e.g. HR Director, Head of HR) in either corporate or nonprofit / charity settings.
- Strong knowledge of UK employment law, best practice in HR, and current trends (e.g. hybrid working, wellbeing, DE&I).
- Experience of designing and implementing HR strategy, people frameworks, performance management systems, and reward/recognition schemes.
- Excellent interpersonal, influencing and communication skills; ability to build trust across all levels.
- Commitment to diversity, equity and inclusion, and ability to embed these principles in practice.
- A strategic mindset, able to think long-term and balance people priorities with organisational sustainability.

- Understanding of, or willingness to learn, the charity sector and the specific challenges for a carers' support organisation.

Desirable

- Prior governance or trustee experience (especially in the charitable sector).
- Experience of supporting small-to-medium charities in scaling their teams or structures.
- Knowledge of or empathy with issues facing unpaid carers and healthcare/social care environment.
- Certification or professional qualification in HR (e.g. CIPD).

REMUNERATION & SUPPORT

- This is an unpaid (voluntary) Trustee position, though reasonable expenses (e.g. travel, training) will be reimbursed.
- Induction, training, and ongoing support in governance, charitable regulation, and sector context will be provided.
- Access to external HR networks or pro bono advice may also be facilitated.

WHAT WE CAN OFFER YOU

- An opportunity to use your HR expertise for social good, supporting carers and a vital cause in the Kingston community.
- Influence at the highest level of the organisation, shaping how KCN supports its staff and culture to achieve impact.
- Exposure to the charity sector and broader social care / health ecosystems.
- A chance to broaden your governance experience and strategic leadership.

KEY POLICIES

Confidentiality

Employees are bound by the KCN Confidentiality and Data Protection Policy, and are required to observe all the relevant provisions regarding the recording and / or disclosure of information on anyone they may be supporting.

Vulnerable Adults and Child Protection Policies

Employees are bound by the Child Protection Policy and Procedures, and the Protection of Vulnerable Adults Policy and Procedures, including attending relevant training.

Data Protection

Employees are required to observe the provisions of the Data Protection Act 2018 and any subsequent revisions.

Equality and Diversity

KCN is committed to providing services without discrimination to those who are entitled to them, regardless of race, colour, gender, sexual orientation or age, and its workers are expected to strive to conform to this goal.

Health And Safety

Employees are expected to contribute to Health and Safety in the workplace by taking all requisite actions to minimise risks.

HOW TO APPLY

Download an application form from www.kingstoncarers.org.uk. Return completed application forms to admin@kingstoncarers.org.uk.

All applications received will be acknowledged but we are unable to notify applicants that are not invited to interview.

Please note that this post is subject to an Enhanced DBS check.