

## **Job description: HR Specialist**

### **Role overview**

As part of a new board of trustees at Community First, you will provide effective governance, ensuring that the charity complies with charity law, company law and any other relevant legislation or regulations. You will also provide oversight and advice as the Chief Executive and staff team redevelop policies and procedures, helping reinvigorate this established local community infrastructure charity.

By ensuring effective governance and providing consultative advice and support relating to HR and employment practices, you'll be helping the CEO and senior staff members to develop and embed a new vision and business strategy to ensure a sustainable future for the organisation.

### **Duties and responsibilities of HR Specialist of Community First**

The HR Specialist will:

- Ensure Community First complies with its governing document, policies, charity law and any other relevant legislation or regulations.
- Support and advise the Chair and Chief Executive (CEO) and team in redeveloping policies, procedures and best practices relating to HR and employment in line with the charity's mission, vision and values.
- Work with other Trustees and the Executive Team to ensure the organisation's day-to-day management is correctly undertaken.
- Ensure the charity is carrying out its purposes to the public benefit.
- Ensure the board fulfils their duties and responsibilities for effective charity governance in line with Community First's policies and the requirements of the Charity Commission for England and Wales.
- Support and advocate for the Charity's mission, vision and values.

## **Person specification**

- The HR Specialist will cover the Herefordshire and Worcestershire areas and is expected to travel within that location.

The successful candidate will:

- Be able to demonstrate best practices in HR, employment law and employee relations.
- Have experience in leading or driving organisational change.
- Demonstrate professional and independent judgement.
- Have a genuine interest in local communities and people.
- Possess strong leadership and communication skills.
- Have a commitment to the aims, objectives and values of Community First.
- Be willing to promote the charity in the best interests of its stakeholders, staff, community partners and people supported by Community First's projects and programmes.
- Understand the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as part of a team, contributing an independent perspective.
- Possess and demonstrate integrity, objectivity, accountability, and honesty.

The HR Specialist must be legally eligible to stand as a registered Company Director and Charity Trustee. Having had previous experience as a trustee of a voluntary organisation is an advantage.

## **Terms of appointment**

The HR Specialist should expect to serve for an initial 12 months. The HR Specialist is required to attend scheduled meetings with some ad hoc meetings where necessary.

It is anticipated that the time commitment should be voluntary, on average half a day per week. There could be occasions when extra time will be required (e.g. during the planning of new projects or dealing with any particular difficulties that arise).