



## Charities HR Network Trustee Recruitment – 2023: Candidate pack

The closing date for applications is Monday 11<sup>th</sup> September 2023.

Interviews are currently planned for 12<sup>th</sup> and 13<sup>th</sup> October 2023.

### Introduction and Welcome

We are delighted you are interested in the role of Trustee at the Charity HR Network. This is the first time in the history of the Network that we have advertised for new trustees outside its membership and is one of a whole series of firsts over the last few years, as we evolve to support members. The Network has experienced a period of unprecedented interest and growth since we incorporated in 2022, as charities look to come together to share knowledge and experience. The last few years since the pandemic in 2020 have been incredibly challenging for the HR profession and nowhere is this more evident than in the third sector. We often have to find low-cost and creative solutions to problems, whilst maintaining legal requirements and high standards of support and practice for colleagues. Coming together and sharing, as well as having access to the expertise provided through the Network has led to a significant growth in membership and the services we offer.

However, we are not ‘resting on our laurels’, we have ambitious plans to double our membership in the next three years and to continue to expand our range of partners and services, and that’s where you come in. Our existing Trustees, whilst passionate and committed are drawn directly from our members so we are looking to expand both the number and range of skills in the Board. We are actively seeking applications from experienced leaders who have an understanding of both the third sector and the role of HR, but with digital and/or marketing experience to help build our capability in those areas. Your role as a Trustee will be to attend Board meetings (currently 4 a year), and to support the CEO and the team as they continue to grow and develop the scope and impact of the Network. A full role description of this voluntary role is contained in the candidate pack.

So once again thank you for your interest in the Charity HR Network and the role of Trustee. If you think that you can help us as we continue to support our growing membership, then we would love to hear from you. If you would like an informal discussion about the role prior to applying then please contact our co-ordinator, Lisa Lavender: [coordinator@chnr.org.uk](mailto:coordinator@chnr.org.uk)

Further information about CHR N can be found on our website: <https://www.chnr.org.uk/>

Best wishes,

Kerry Smith – Chair Charity HR Network

Peter Reeve – CEO Charity HR Network

## **About Us: Core mission, values and vision.**

Charities HR Network (CHRN) was established over 20 years ago to support strategic HR colleagues in charities, who in turn support staff in their organisations, to further the aims of their charitable works.

CHRN promotes improved standards of HR services within charities by providing meetings, resources, annual conference and networking, that enables its members to increase their own knowledge and practice, whilst sharing experiences with other members.

We currently have c.125 member organisations, with charities ranging greatly in size and focus, from Alzheimers Research to the Zoological Society of London.

Our meetings include HR skills sessions and special interest groups on key areas of HR practice. Most meetings are virtual, with a return to an in-person one-day conference in 2023.

We work closely with nine commercial partners currently (<https://www.chrn.org.uk/who-we-are/commercial-partners/>) to share expertise with members. This includes a Memorandum of Understanding with CIPD, providing CHRN members with access to a range of training, and accreditation opportunities.

## **Seeking trustees to help CHRN to evolve.**

The network has grown in recent years and we want to continue to grow and evolve, to improve and develop our offering, to support an increasing and diverse range of members and charities. As such, we hope to encourage trustees to join us from more diverse and underrepresented backgrounds. We embrace the idea that our board should be close to the changing needs of current and potential network members.

Our existing trustees are drawn from within the membership and bring experience in the core skills of HR leadership. Going forward, we want to recruit new trustees to expand our range of perspectives, experiences and skills. With further expansion in membership and activities, expertise in the following is sought in 2023:

1. One trustee with expertise in Business Development and Marketing, to help grow both our activities and number of member organisations.
2. One trustee with expertise in IT/Digital Systems Development, to ensure we have the right systems and processes in place to administer the network effectively and support member engagement.

## **Business Development and Marketing: Trustee criteria**

- Marketing professional with demonstrable experience of marketing planning, campaign development and media planning.
- Clear oral and written communicator with the ability to work effectively and establish credibility with diverse internal and external stakeholders to promote the work of the network.
- Advise on the overall plan to forecast and grow the network, including
  - Support the development of existing relationships, both commercially and across membership.

- Identify potential new commercial partners and areas of membership growth.
- Experience in developing an organisations' media and marketing activity: increasing social media presence, effective web content and communications, with a view to support existing members and grow membership.

### **IT/Digital Systems Development: Trustee criteria**

- Recent experience in managing systems/IT within an organisation, preferably understanding the needs of a small organisation.
- Working collaboratively to understand, review and enhance systems, processes and IT infrastructure.
- Ability to support the effective management of information and resources: membership data, communications, facilitating activities and sharing resources.

### **Specific skills and experience**

All CHRN trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Experience as a senior HR professional – ideally but not limited to the third sector.
- Financial management.
- Business development and marketing.
- Digital systems development

### **General trustee role description and responsibilities.**

#### **1. Introduction**

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity. Within the Charities HR Network (CHRN), they are known collectively as the Board of Trustees.

The Board of Trustees holds the ultimate responsibility for directing the affairs of CHRN, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skills and experience required to successfully fulfil the role.

Guidance and training will be provided to support trustees to understand and work within the responsibilities required by both the charity and the Charity Commission.

#### **2. Role description**

All CHRN trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.

- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation.
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation.
- Hold the chief executive to account for the management and administration of the charity.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.
- Ensure that they are not disqualified by law from serving as a charity trustee.

### **3. Person specification**

#### General qualities

All CHRN trustees must be able to demonstrate the following skills and values:

- A commitment to the aims of the CHRN.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

### **4. Appointment and resignation**

Trustees will usually be elected, although CHRN's Articles of Association do reserve some spaces on the board for seconded trustees. The secondment roles are generally used for securing individuals with skills and experiences in professional fields as required. All trustees' terms of office are for three years, and there is scope for a trustee to serve for more than one term of office, as per the terms set out in the Articles of Association. When trustees are approaching the end of their term of office or anticipate that they will need to resign their positions mid-term, there is a general expectation that they shall provide no less than three calendar months' notice.