

Role of HR trustee

Our trustees play a vital role in making sure that First Steps achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that First Steps has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable First Steps to grow and thrive, and through this, achieve our mission.

Board members have a collective responsibility. This means that trustees always function as a group and not as individuals.

Duties:

- Support and provide advice on First Step's purpose, vision, goals, and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee First Step's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored, and controlled effectively.
- Review and approve First Steps Bath financial statements.
- Provide support and challenge to First Step's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in First Steps' operating environment.
- Contribute to regular reviews of First Steps Bath own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect First Step's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of First Steps' objects, aims and reputation by applying your skills, expertise, knowledge, and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity, and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for a 3-year term of office.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at Woodhouse Road, Twerton but can be accessed remotely
- Attending one strategy planning workshop annually.

Committee membership

Ad hoc and occasional support through working groups and / or support to the executive team.

Responsibilities

The trustee is the link between the Trustee Board and First Steps Services in relation to **HR issues**.

Roles

- Provide support and advice on appropriate employment contracts, HR policies and procedures.
- Advise on recruitment processes and remuneration policies.
- Advise on and review job evaluations.
- Ensure standards of good practice are met within any performance management process.
- Monitor and support the management of any grievance or disciplinary issues.
- Review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the trustee board.
- Actively contribute to policy setting, strategic direction, goal, and target setting.

