



Candidate pack for a Trustee with a background in HR

Thank you for your interest in becoming a Trustee for The Separated Child Foundation. The charity currently employs three part-time staff and we are looking for a Trustee with a background in HR to help us manage our growth. It is an exciting time to be joining us.

About us

Established in 2007, The Separated Child Foundation offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have three part-time staff members: our Chief Executive Officer, an Executive Assistant, and a Manager for our Packing Project, supported by eight Trustees, 50 volunteers, and a freelance youth worker to deliver our work. We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children.

Future direction

As a result of a sector-wide research project in 2020 to identify the unmet needs of separated children, we will be recruiting a Programme Manager to develop new projects to develop our work in supporting separated children further.

Board of Trustees

We currently have eight Trustees (including an Honorary Treasurer) and an Honorary Secretary. Trustees currently meet every 1-2 months. The board meetings are currently run remotely using Zoom.

We are keen to broaden our skills and recruit new people to strengthen the existing Board and drive The Separated Child Foundation forward. We are seeking to appoint new Trustees to join our board and be formally appointed as soon as practical after the recruitment process is complete. The two new Trustees are:

- Trustee with a background in HR (new post)
- Trustee and Honorary Treasurer (to replace current postholder)

Trustees play an essential role in the governance of The Separated Child Foundation and its future development. The Trustees, while retaining overall responsibility for the conduct of our operation and strategy, delegate operational functions to the executive staff.

Role description for a Trustee with a background in HR

Remuneration

The role of Trustee is not accompanied by any financial remuneration, although expenses including for travel may be claimed.

Time commitment

6-12 evening Board meetings per year and preparation time for these. There will be further meetings if co-opted onto a subcommittee. Other contact, usually email or by telephone, will be necessary as well as reading and responding to documents.

Reporting to

Chair of Trustees.

Role Description

The important role of a Trustee is to ensure that The Separated Child Foundation fulfils its duty to its beneficiaries through its charitable activities, delivers on our mission and is competently governed with integrity.

- To ensure that the organisation pursues its objectives as defined in its Memorandum and Articles of Association
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To appoint the Chief Executive Officer and monitor his or her performance or to monitor the performance of other staff managed by the Board or Board members
- Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the charity's governance is of the highest possible standard
- As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions

Specific HR duties for this Trustee:

- To have an overview of HR-related policies (staff and volunteers), health and safety and employee contracts
- To advise on employee-related issues including GDPR (pertaining to employees)
- To advise on recruitment processes ensuring best practice
- To have an overview of volunteer-related good practice including volunteer training

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

Qualities of a Trustee (including some HR specifics)

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to The Separated Child Foundation objects, aims and values and willingness to devote time to carry out responsibilities
- Strategic and forward-looking vision in relation to The Separated Child Foundation objects and aims
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Balancing tact and diplomacy with willingness to challenge and constructively criticise
- A background in Human Resources and an understanding of current HR-related requirements and regulations
- Experience of recruitment

Desirable

Prior experience of committee/Trustee work

- Knowledge and experience of the type of work undertaken by The Separated Child Foundation
- A wider involvement with the voluntary sector

- Experience of HR as it relates to volunteers
- Experience of committee work

To apply

Please send your CV and a candidate statement outlining your suitability and motivation for this role to Hannah Williams at hannah.williams@separatedchild.org