

The League of Friends of the Royal United Hospitals (Bath)

Human Resources Trustee



What we are looking for

To strengthen the governance of the Charity we want to appoint a Human Resources professional to join our board. The person appointed will be our lead trustee on HR matters providing advice to both the board and members of staff.

The charity works with a third party organisation for the provision of day to day employment law advice. Your role will be to complement this advice where required.

Practical Considerations

Our Board is made up of 12 Trustees who bring a diverse range of professional and business experience

Board meetings are held each month on the third Thursday. The meetings start at 4.30pm and we aim to complete our business within 2 hours. Trustees may need to meet with other trustees and the operational managers between the monthly meetings.

Trustees are required to submit themselves to a Disclosure & Barring Service (DBS) check before taking up their appointment.

About the Friends of the RUH

The League of Friends of the RUH was established more than 60 years ago. Our aim is to provide amenities and support services for patients that would not otherwise be provided by the NHS or the other statutory bodies. In October we became a Charitable Incorporated Organisation.

We run two successful retail units in the hospital – the convenience shop in the Atrium and the Friends Coffee Shop. In total we employ 18 staff, most of whom are on part-time contracts.

We also provide a range of volunteer services for the hospital and have a volunteer workforce of more than 350 providing support services in more than 20 hospital departments.

Further Information

For more information about the role of Trustee with the Friends of the RUH, please contact Bernard Rymer, Chair, on 01225 427377 or by email – Bernard.rymer@nhs.net.

If you have enough information and would like to apply to be the HR Trustee, please send your c.v. to Bernard Rymer at the email address above.

Human Resources Trustee

Role Description

Summary

- Committed to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.
- Ensuring long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.

Main Responsibilities

- To review and recommend current and future strategic resourcing, training and development needs to the Trustee Board
- To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
- To ensure that HR activities and interventions are linked to our charitable objectives and complement the company culture
- To provide the Board and staff with HR Law advice and sit on recruitment and disciplinary panels.
- To ensure the Trustee Board monitors and reviews the performance of the Charity's senior staff, rewards performance accordingly and identifies appropriate development opportunities
- To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met

Qualities

Essential

- Experience of HR/employment law issues and performance management
- Willingness to actively participate in discussions concerning needs of charity's beneficiaries, staff and the trustee board
- Willingness to act in the best interest of the charity
- Sound, independent judgement and ability to think creatively
- Working effectively as a team member and demonstrating a willingness to learn and develop

Desirable

- Experience in the charitable or voluntary sector
- Experience of charity law and governance

Commitment

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