

**Title:** Human Resources Trustee.

**Reporting to:** Chair of the Board of Trustees.

**Location:** Remote, with occasional in-person meetings in Bury St. Edmunds, Suffolk.

**Time commitment:** Approx. 4 evening board meetings per year (7pm-10pm) (usually once a quarter), occasional sub-committee or working group participation, some availability for ad hoc advice between meetings.

**Term:** Trustees typically serve for 3 years, but they can be re-elected or re-appointed at the AGM.

**Remuneration:** The role of Trustee is not accompanied by any financial remuneration. This is a voluntary role.

This is an important time for The Offshoot Foundation as we continue to grow our delivery, team, and impact across the UK. As our work expands, we are looking for an experienced HR professional to join our Board of Trustees and help guide the charity through its next stage of development. This voluntary role will play a key part in strengthening our people strategy, supporting good governance, and helping us build a positive, inclusive and values-led culture for our staff, volunteers, trustees and the young people we serve.

## Role Summary

As our HR Trustee, you will bring professional expertise and strategic insight to support The Offshoot Foundation's people strategy, governance, and organisational culture. You will help ensure the charity maintains high standards in employee relations, recruitment, retention, reward, recognition and wellbeing, as well as staff and trustee development.

Working closely with the Board, you will provide oversight and guidance on employment practices, organisational policies, and workforce planning, ensuring compliance with relevant legal and regulatory requirements while aligning with the charity's mission and long-term objectives.

The role will also involve supporting the Board in assessing organisational and people-related risks, evaluating the impact of HR policies and interventions, and helping to foster a positive, inclusive, and values-led culture that benefits both staff and the young people and communities we serve.

This is a strategic governance and advisory role, rather than an operational management position.

## Main Responsibilities

- Governance and Oversight – Provide HR advice on HR-related matters, ensuring the charity meets its duties as a fair and responsible employer.
- People Strategy and Culture – Support the development of a people strategy that aligns with our mission, values, and future plans.
- Policy Review – Help the Board ensure appropriate HR policies (e.g. recruitment, diversity, safeguarding etc.) are in place and fit for purpose.
- Leadership Support – Act as a sounding board for the CEO and/or Senior Staff on HR strategy, leadership development, and organisational change.
- Equality, Diversity and Inclusion – Champion inclusive and ethical practices across the charity.
- Board Contribution – Actively participate in Board meetings, contributing to collective decision making and governance.
- CEO Performance - To ensure the trustee board monitors and reviews the performance of the charity's Chief Executive, rewards performance accordingly and identifies appropriate development opportunities.

## Person Specification

### Essential

- Senior-level HR experience, ideally with strategic oversight responsibilities
- Strong understanding of UK employment law, HR best practice, and good governance principles.
- Experience of performance management, employee relations, recruitment, retention, and staff development.
- Ability to assess organisational and people-related risks and apply sound judgement in decision making.
- Strategic thinker with strong communication and interpersonal skills
- Commitment to equality, diversity, inclusion, and compassionate leadership
- Ability to maintain confidentiality, impartiality, and fairness when handling sensitive matters.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Ability to contribute effectively within a Board environment, including collaborative decision making and constructive challenge.
- Commitment to the aims, values, and long-term ambitions of The Offshoot Foundation.
- Willingness to dedicate the necessary time and effort to support the organisation and provide occasional strategic advice to staff where appropriate.

### Desirable

- Familiarity with safeguarding practices and volunteer management frameworks.
- Experience supporting organisational culture development and inclusive workplace practices.

- Understanding of workforce planning and long-term staffing strategy within mission-led organisations.

## **How to Apply**

To apply, please email your CV and a short expression of interest outlining why you are interested in becoming The Offshoot Foundation's HR Trustee to [info@theoffshootfoundation.com](mailto:info@theoffshootfoundation.com) by the 30<sup>th</sup> of June.