

## **Trustee at North London Action for the Homeless (NLAH) – HR**

NLAH is a grassroots homeless charity based in Stoke Newington. We have a 28-year history in the community running a drop-in centre that is open to all who are homeless or in need, providing a healthy 3-course vegetarian meal in a welcoming environment and offering advocacy services and practical help.

NLAH creates a space for people – our services users and volunteers - to feel valued, respected, where they have got a voice and they feel safe.

Trustees play a key role in supporting NLAH to achieve its aims and objectives. We are seeking to appoint two more trustees to assist with fundraising and human resources.

We would like our board to serve and represent our community. We particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates, those who have experience of the issues surrounding homelessness, and neuro-diverse and disabled candidates.

We also welcome applications from first time trustees and can provide support and training for trustees joining a board for the first time.

### **To Apply**

If you think you can contribute to the work of NLAH, please submit a brief statement of interest and send it with a copy of your CV to [jessica.hodge@nlah.org.uk](mailto:jessica.hodge@nlah.org.uk)

**Closing date for applications** 23 April 2021

**Initial interviews with shortlisted candidates** w/c 26 April 2021

### **Trustee – HR Position Description**

| <b>Position Elements</b>   | <b>Details</b>                                                                                                                                                                                                                                    |
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| <b>Title</b>               | Trustee - HR                                                                                                                                                                                                                                      |
| <b>Reporting To</b>        | North London Action for the Homeless Board                                                                                                                                                                                                        |
| <b>Location</b>            | North London Action for the Homeless (NLAH),<br>St Paul's Church Hall, Stoke Newington Road N16 7UE                                                                                                                                               |
| <b>Salary and Benefits</b> | This role is voluntary and unpaid, however reasonable expenses can be reimbursed in accordance with the Charity's policies.<br><br>Trustee benefits: <ul style="list-style-type: none"><li>• Contribute to meaningful work done by NLAH</li></ul> |

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|                                    | <ul style="list-style-type: none"> <li>• Broaden skills and experience</li> <li>• Grow professional network</li> <li>• Trustees are encouraged and supported to take advantage of relevant training and development opportunities</li> </ul>                                                                                                                                                                                                                                                                                 |
| <b>Meetings</b>                    | <p>Trustees are expected to attend an induction session at NLAH prior to their first board meeting.</p> <p>Trustees are expected to attend all board meetings. Board meetings are held eight times a year in the evenings for 2 hours. Papers are distributed 1-2 days in advance of meetings.</p> <p>The annual general meeting (AGM) typically takes place in November or December, in the evening.</p> <p>There may be occasional meetings outside of the board meetings and AGM, such as strategy/planning sessions.</p> |
| <b>Key relationships</b>           | <p>Internal: Service users, staff, volunteers, Chair, other trustees, members.</p> <p>External: Funders and other supporters (including local businesses, schools, individuals and community organisations).</p>                                                                                                                                                                                                                                                                                                             |
| <b>Duties and Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>HR</b>                          | <p><i>Responsibilities specific to the HR role:</i></p> <ul style="list-style-type: none"> <li>• Ownership of HR policies</li> <li>• Lead on any recruitment processes required</li> <li>• Oversight of employee contracts and conditions</li> <li>• Provide advice on HR matters</li> <li>• Develop and implement framework for staff training</li> </ul>                                                                                                                                                                   |
| <b>Leadership</b>                  | <p><i>All Trustees have the following responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Commitment to the values of NLAH.</li> <li>• Contribute actively to the Trustee role in giving strategic direction to the charity, setting overall strategy and policy.</li> <li>• Use any specific skills, knowledge or experience to help the Trustees reach sound decisions. This will involve scrutinising Management Committee papers,</li> </ul>                                                              |

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|                                                              | <p>leading discussions, focusing on key issues, and providing advice and guidance requested by the Committee on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise.</p> <ul style="list-style-type: none"> <li>• Willingness to devote the necessary time and effort.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Governance</b>                                            | <p><i>All Trustees have the following responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Ensure that NLAH complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.</li> <li>• Ensure the financial stability of the organisation and the proper investment of the Charity's funds.</li> <li>• Ensure the Charity applies its resources exclusively in pursuing its objectives.</li> <li>• Ensure the effective and efficient administration of the Charity.</li> <li>• Safeguard the good name and values of the Charity.</li> <li>• Declare any conflict of interest while carrying out the duties of a Trustee.</li> <li>• Be collectively responsible for the actions of the Charity</li> <li>• Attend meetings and sub-committee meetings as appropriate and read papers in preparation for the meeting.</li> <li>• Keep informed about the activities of the charity and wider issues which affect its work.</li> </ul> |
| <b>HR</b>                                                    | <p><i>All Trustees have the following responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Willingness to be available to staff and trustees for advice and enquiries on an ad hoc basis via email and telephone</li> <li>• Participate in other tasks as arise from time to time, such as interviewing new staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Increasing the Charity's profile, reach and influence</b> | <p><i>All Trustees have the following responsibilities:</i></p> <ul style="list-style-type: none"> <li>• To represent the charity at public events and raising awareness and support.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Person specification</b>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Knowledge and experience - Essential</b>                  | <ul style="list-style-type: none"> <li>• Awareness of the legal duties, responsibilities and liabilities of trusteeship.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Knowledge and experience -</b>                            | <ul style="list-style-type: none"> <li>• HR experience in frontline services setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>Desirable</b>                  | <ul style="list-style-type: none"> <li>• Knowledge and understanding of working with homeless and vulnerable adults.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Abilities and competencies</b> | <ul style="list-style-type: none"> <li>• Committed and highly self-motivated with ability to enthuse, inspire and motivate others in order to ensure the objectives of the Charity are achieved.</li> <li>• The ability to work in a self-directed manner, and as part of a team, including the ability to develop and build good working relationships with service users, staff, volunteers, trustees and members.</li> <li>• Excellent organisational, written and verbal communication skills.</li> <li>• The ability to network and communicate with a wide range of external providers including charity representatives and fundraisers.</li> </ul> |