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**Age UK Enfield – Trustee: HR specialist: Job description & person specification**

**Trustee: HR Specialist - Role summary**

In addition to the general Trustee duties and responsibilities outlined above, the trustee with HR specialism will need to have senior management and leadership experience of human resource and talent management as well as leading related projects.

Age UKE employs an HR Advisor and has a contract with an HR consultancy. Support provided includes legal and regulatory advice.

The successful candidate will join the existing People and Culture Sub Committee with the aim of chairing the sub-committee. The role will also focus on providing advice and guidance to:

* the CEO, the Chair and Board of Trustees and senior management team on:
  + strategic HR and people management activities not already covered by the People Strategy and that have a bearing on successful implementation of the AUKE Strategic and operational plans,
  + legal requirements and best practice in respect of HR and change management,
  + creating a high-performing, inclusive working environment
  + learning and development plan for staff and volunteers to enhance their performance and achieve the charity’s mission and values.
* Support and steer the effective implementation and further development of the People strategy, including goal and target setting, and evaluating performance against targets, budgets, plans and charitable objectives.
* Ensure HR related policies and procedures are fit for purpose, compliant with and conducted within the highest governance standards, legal requirements and best practice.
* To act as a coach for the HR Advisor on people related projects and other areas of work as mutually agreed.

**Person specification**

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| Experience and skills (re HR specialism) | Essential/desirable | How tested |
| 1. A background as a senior HR professional and an understanding of HR policy and practice. | E | A/I |
| 2. Experience of performance management, HR/employment law and practical experience of implementation. | E | A/I |
| 3. Excellent communication and interpersonal skills; willingness to constructively challenge and question. | E | A/I |
| 4. Ability to process large amounts of complex data and information, apply independent judgement and objectively contribute to consensus decision making. | E | A/I |
| 5. Ability to work at a strategic level while understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with proposals. | E | A/I |
| 6. Ability to think creatively and strategically, exercise good, independent judgement and work collaboratively as a Board member. | E | A/I |
| 7. Act as the named lead for Age UK Enfield on Data Protection legislation. | D | A/I |