



www.parentingspecialchildren.co.uk

HR Trustee - Job Description & Code of Conduct

Job Purpose

- Ensuring that Parenting Special Children has a clear vision, mission and strategic direction and is focused on achieving these;
- Being responsible for the performance of Parenting Special Children and for its “corporate” behaviour;
- Ensuring that Parenting Special Children complies with all legal and regulatory requirements, in particular HR requirements;
- Acting as guardians of Parenting Special Children’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
- Ensuring that Parenting Special Children’s governance is of the highest possible standard.

Knowledge, skills and abilities

- Understanding the HR requirements of a small employer and awareness of relevant employment law issues

Main Duties and Tasks

- Ensuring that Parenting Special Children has a clear vision, mission and strategic direction and is focused on achieving these;
- To work in partnership with other trustees, the chief executive and other senior staff to ensure that:
 - Parenting Special Children has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by trustees and staff.
 - the business, operational and other plans support the vision, mission and strategic priorities.
 - the chief executive’s annual and longer-term objectives and targets support the achievement of the vision, mission & strategic priorities.

- board policies support the vision, mission and strategic priorities.
- there are effective mechanisms to listen to the views of current and future beneficiaries;
- to review the external environment for changes that might affect Parenting Special Children;
- to re-assess the need for Parenting Special Children and for the services it provides or could provide and to review regularly its strategic plans and priorities.
- Being responsible, with the other trustees, for the performance of Parenting Special Children and for its “corporate” behaviour;
- To provide advice and support on HR issues, including ongoing requirements of a charity and relevant employment law.

Code of Conduct

- To agree the method for measuring objectively the progress of Parenting Special Children in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regular reports on the performance of Parenting Special Children.
- To ensure that the fundamental values and guiding principles of Parenting Special Children are articulated and reflected throughout Parenting Special Children.
- To ensure that views of beneficiaries on the performance of Parenting Special Children are regularly gathered and considered by the board.
- To appoint the chief executive, to set his/her terms and conditions and to ensure that the chief executive and Parenting Special Children invest in the chief executive’s ongoing professional development.
- To receive regular reports from the chief executive on progress towards agreed strategic priorities.
- To hold the chief executive to account for the management and administration of Parenting Special Children.
- To ensure that the chief executive receives regular, constructive feedback on his/her performance in managing Parenting Special Children and in meeting his/her annual and longer-term targets and objectives.
- To ensure that the chief executive develops a learning organisation and that all staff, both paid and unpaid, review their own performance and regularly receive feedback.
- To articulate the values of Parenting Special Children.
- To review and agree policies.
- To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organisations to bring to the attention of the trustees any activity that threatens the probity of Parenting Special Children.
- Ensuring that Parenting Special Children complies with all legal and regulatory requirements;
- To maintain familiarity with the rules and constitution that govern Parenting Special Children, to ensure that Parenting Special Children complies with its governing instruments and to review the governing instruments regularly.

- To ensure that the responsibilities delegated to the chief executive are clearly expressed and understood, and directions given to him/her come from the board.
 - Being guardians of all the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
 - To ensure that Parenting Special Children has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of Parenting Special Children, within the constraints of the law and ethical and other policies laid down by the board.
 - To ensure that the major risks to which Parenting Special Children is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks
 - To ensure that the income and property of Parenting Special Children is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
 - To act reasonably, prudently and collectively in all matters relating to Parenting Special Children and always to act in the interests of Parenting Special Children.
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- To be accountable for the solvency and continuing effectiveness of Parenting Special Children and the preservation of its endowments.
 - To exercise effective overall control of Parenting Special Children's financial affairs and to ensure that the way in which Parenting Special Children is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
 - To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, Parenting Special Children's good name and reputation etc are properly valued, utilised and safeguarded.
 - To ensure that all income due to Parenting Special Children is received and that all tax benefits are obtained and all rating relief due is claimed.
 - Ensuring that Parenting Special Children's governance is of the highest possible standard.
 - To ensure that Parenting Special Children has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.
 - To ensure that equality, diversity and inclusion is acknowledged and actioned at all levels of the charity and truly represents those that access support from the charity
 - To reflect annually on the board's performance and your own performance as a trustee.
 - To ensure that the trustee board has the skills required to govern Parenting Special Children well and has access to relevant external professional advice and expertise.
 - To ensure that there is a systematic, open and fair procedure for the recruitment or co-option of trustees.
 - To ensure that there are succession plans for the chair and the chief executive.
 - To participate in individual and collective development and training of trustees.
 - To abide by the code of conduct for trustees.