

Document Control	
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## Role Overview & Purpose

The Trustee – HR Lead provides strategic oversight and assurance on people, culture, and workforce matters across The Anthony Seddon Fund. Working alongside the Chief Executive Officer and the Finance & HR Committee, the role helps ensure the charity meets its legal and ethical responsibilities to staff, volunteers, and facilitators, while promoting a supportive, inclusive, and values-led workplace.

This role supports the Board to fulfil its governance responsibilities in relation to employment, wellbeing, equality, and organisational culture. While operational HR management is carried out by the staff team, the HR Lead provides challenge, guidance, and oversight to ensure that people practices are fair, lawful, compassionate, and aligned with the charity's mission and lived-experience ethos.

## Key Responsibilities

- Act as the Board's lead trustee for HR and people matters, ensuring workforce issues are appropriately considered in strategic decision-making.
- Provide governance-level oversight of the charity's employment, volunteer, and facilitator policies, ensuring they remain lawful, fair, and fit for purpose.
- Work with the Chief Executive Officer and Finance & HR Committee to monitor staffing, wellbeing, absence, and organisational capacity.
- Support the development and review of key HR policies, including recruitment, performance, conduct, equality, wellbeing, and safeguarding-related workforce matters.
- Provide constructive challenge and assurance on how people management risks are identified, managed, and escalated.

- Support the Board in its responsibilities for senior staff appointments, performance oversight, and succession planning, as required.
- Promote good practice in staff and volunteer wellbeing, inclusion, and lived-experience-informed support.
- Ensure that the Board receives appropriate information on workforce trends, risks, and compliance.
- Contribute to the work of the Finance & HR Committee and support its effectiveness.

## Time Commitment / Working Pattern

In addition to standard trustee duties, the Trustee – HR Lead is expected to contribute additional time to support effective oversight of people, culture, and workforce matters.

Typical commitments include:

- Attending quarterly Board meetings and Finance & HR Committee meetings
- Reviewing HR-related reports, policy updates, and workforce information
- Occasional meetings or check-ins with the Chief Executive Officer on people and wellbeing matters

On average, the role requires a commitment of around 6–10 hours per month, depending on organisational activity and workforce needs.

## Line Management / Accountability

The Trustee – HR Lead is accountable to the Board of Trustees and acts on behalf of the Board to provide governance-level oversight of people and workforce matters.

The role does not include any direct line management of staff. The HR Lead works closely with the Chief Executive Officer and Finance & HR Committee to ensure that HR risks, compliance, and workforce issues are appropriately managed and reported.

## Support & Supervision

This trustee role is supported by the Chairperson and the wider Board, with operational insight provided by the Chief Executive Officer and relevant staff.

Support includes:

- Regular access to workforce reports, HR data, and policy updates
- Opportunities to discuss complex or sensitive people matters with the CEO or Finance & HR Committee

- Induction and ongoing trustee training relating to employment law, wellbeing, and inclusive practice

The HR Lead is encouraged to raise any support needs with the Chair or Governance Committee to ensure they can fulfil their role effectively.

## Person Specification

### Essential

- Commitment to fair, inclusive, and compassionate people management
- Understanding of, or willingness to learn about, employment and volunteer governance in a charity context
- Ability to think strategically about workforce planning, wellbeing, and organisational culture
- Confidence to ask questions and provide constructive challenges on people-related risks and decisions
- Ability to work collaboratively with the Board and senior staff
- Strong judgement, discretion, and respect for confidentiality
- Alignment with the values and mission of The Anthony Seddon Fund

### Desirable

- Experience in HR, people management, organisational development, or employment law
- Experience working with or supporting volunteers or lived-experience workforces
- Knowledge of good practice in wellbeing, inclusion, and trauma-informed workplaces
- Familiarity with charity governance or trustee responsibilities
- Experience contributing to or leading HR-related committees or working groups

## Key Documents & Policies

The Trustee – HR Lead is expected to be familiar with and uphold the following:

- HR-PP-TB-01 – Trustee Code of Conduct
- HR-PP-HR-09 – Code of Conduct (Staff & Volunteers)
- HR-PP-HR-17 – Sexual Harassment Policy
- HR-PP-HR-03 – Wellbeing Toolkit
- HR-PP-HR-18 – Crisis Management Policy
- HR-PP-HR-05 – Recruitment Policy
- HR-PP-HR-06 – Induction Policy
- HR-PP-HR-07 – Training Policy
- TB-DC-01 – Scheme of Delegation
- TB-DC-03 – Finance & HR Committee Terms of Reference
- HR-PM-TB-01 – Trustee Skills Audit Process

They may also review workforce dashboards, HR compliance trackers, and wellbeing data via Monday.com as part of their oversight role.

## Safeguarding Statement

The Anthony Seddon Fund is committed to safeguarding and promoting the wellbeing of everyone who engages with our services. All colleagues, including staff, volunteers, trustees, and facilitators, are expected to follow our safeguarding policies, complete relevant training, and take appropriate action if they have any concerns.

You will not be expected to manage difficult situations alone; support, guidance, and clear reporting pathways are always in place to help you respond safely and confidently.

## Required Checks

The following checks must be completed prior to appointment:

- **FO-TB-02** – Trustee Eligibility Declaration (Charity Commission)
- **FO-TB-01** – Trustee Application & Declaration Form
- Declaration of Interests for the charity's conflict of interest register
- At least one professional or character reference
- **DBS check** – Level determined by committee involvement and exposure to safeguarding or HR-sensitive information

This trustee is also expected to complete relevant safeguarding and people-related training as part of their induction.