



### **Vacancy: Trustee with HR experience**

Do you have HR skills and experience you could bring to support a small charity working with some of Coventry's most vulnerable women?

KairosWWT is recruiting for a person with HR experience to join its board of trustees. This is a fantastic opportunity to use your professional skills to support a small women's organisation making a huge difference in the lives of women at risk of sexual exploitation in Coventry.

**Salary:** Voluntary (with reimbursement of eligible expenses)

**Hours:** In-person board meetings take place bi-monthly in Coventry or Leamington Spa. Trustees also commit to being available outside of meetings on occasion for emails/phonecalls as required or for additional one-off projects to support the Director.

**Commitment:** Minimum 12 months. Trustees are appointed to the board for a maximum term of 6 years.

**Role description:** The principal purpose of a Trustee is to ensure the integrity of KairosWWT's purpose, and provide challenge to the executive team.

- Develop and agree a long-term strategy to enable KairosWWT to pursue its objectives as set out in the Articles of Association.
- Ensure that KairosWWT complies with its governing documents, i.e. the Articles of Association, charity law, company law and any other applicable legislation and regulation.
- Ensure that KairosWWT applies its resources exclusively in the pursuit of the objectives laid out in the Articles of Association for the benefit of the public.
- Ensuring that KairosWWT defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of KairosWWT.
- Ensuring the effective and efficient administration of KairosWWT.
- Ensure that KairosWWT have appropriate policies and procedures in place and that they are being complied with.
- Ensuring the financial stability of KairosWWT.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director.
- Actively take part in Board meeting discussions and strive to complete actions as they arise.
- Dedicate the time required to read the Board pack prior to the meeting and attend >66% of meetings.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience that they have to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives.

In this case we are particularly looking for an individual with HR experience to be able to advise the board and also the Director on HR and employment matters and opportunities as they arise, and support the board with sound employee policy reviews.

### **Person Specification**

- At least 2 years' professional HR experience
- A commitment to KairosWWT principles
- A willingness to devote the necessary time and effort
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principals of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership.

**How to apply:** Please send a copy of your CV and a statement of interest totalling no more than 500 words indicating why you are interested in this position and what relevant skills and experience you bring to the role. You can send your application to Diane Phimister at: [chair@kairoswwt.org.uk](mailto:chair@kairoswwt.org.uk).

If you have questions, or would like an informal conversation about KairosWWT and the role please contact Rosie Hart (Director) on 02476 559550/ [rosie@kairoswwt.org.uk](mailto:rosie@kairoswwt.org.uk) or Diane Phimister (outgoing Chair) on [chair@kairoswwt.org.uk](mailto:chair@kairoswwt.org.uk)