

HR Trustee Role Pack

About the Role

The HR Trustee plays a key role in supporting the Board to look after the people who make BHS work: our staff, volunteers and wider workforce. This role helps ensure that BHS is a fair, supportive and legally compliant employer, and that people practices reflect our values as a community-led charity.

As a trustee, you will help the Board take a strategic and thoughtful approach to people-related matters. You will not be responsible for day-to-day HR management, but you will provide oversight, advice and constructive challenge to help ensure that policies, culture and practice support wellbeing, inclusion and organisational sustainability.

What the Role Involves

The HR Trustee helps the Board make good decisions about people, culture and organisational health. This includes supporting the development and review of HR policies, helping the charity meet its legal responsibilities as an employer, and encouraging practices that value, support and retain staff and volunteers.

The role is about governance and strategy rather than operations. You will help the Board think ahead, assess risk, and ensure that people-related decisions are fair, proportionate and aligned with the charity's values and resources.

Time Commitment

The role usually involves 6–8 Board meetings each year, including the AGM, plus reading papers in advance and occasional involvement in planning sessions, partnership meetings, events or small working groups where relevant. Meetings are normally every two months and usually last around 1.5 to 2 hours. This is a voluntary, unpaid trustee role, and reasonable out-of-pocket expenses are reimbursed in line with the charity's policy.

Key Skills and Why They Matter

- **HR or people management experience:** This matters because trustees need to understand the basics of employment practice in order to provide appropriate oversight. Experience in HR, people management or organisational development helps the Board ensure policies and decisions are lawful, practical and supportive.
- **Understanding of employment law and best practice:** This matters because charities have legal duties as employers. An HR Trustee helps the Board understand issues such as contracts, policies, grievances, performance management and change processes, reducing risk and supporting fair treatment.

- **Commitment to staff and volunteer wellbeing:** This matters because healthy organisations depend on people feeling valued, supported and safe. Trustees should help ensure workloads, expectations and support structures are reasonable and sustainable.
- **Ability to offer constructive challenge:** This matters because trustees are expected to ask questions and test assumptions. A good HR Trustee can raise concerns sensitively, help the Board consider different options, and support balanced decision-making.
- **Understanding of organisational culture:** This matters because culture shapes how people experience their work. Trustees help set the tone from the top and should support a culture based on respect, trust, accountability and learning.
- **Commitment to equality, diversity and inclusion:** This matters because inclusive organisations make better decisions and serve communities more fairly. Trustees should understand that different people face different barriers and should support practical action to remove those barriers.

Support, Induction and Development

We want trustees to feel confident and supported in their role. New trustees will receive an induction to the charity and access to key documents and policies. Support is available from the Chair, Chief Executive and fellow trustees, and we particularly welcome first-time trustees who may want additional guidance as they learn about governance and charity responsibilities.

Support includes:

- An induction covering the charity's purpose, governance, finances and people policies
- Access to key documents, including the governing document and relevant HR policies
- Opportunities to ask questions before or after meetings
- Reasonable adjustments and flexible ways to participate
- Reimbursement of reasonable out-of-pocket expenses

Appointment to this role is subject to the charity's recruitment and appointment process, including appropriate pre-appointment checks. Depending on the role, this may include eligibility declarations, references and safeguarding checks, which will be discussed with candidates as part of the process.

Trustees' Legal and Fiduciary Duties

All trustees share collective responsibility for the governance of the charity. Under Charity Commission guidance for trustees in England and Wales, trustees have legal responsibility for the charity's management and administration. In simple terms, this means trustees must act carefully, honestly and in the best interests of the charity, and not in the interests of any one person, group or outside organisation.

- **Carry out the charity's purposes for the public benefit:** Trustees must help make sure BHS does what it was set up to do and that its work benefits the public.
- **Follow the governing document and the law:** Trustees must understand the charity's rules and make sure decisions are lawful and within the charity's powers.
- **Act in the charity's best interests:** Trustees must make balanced decisions, manage conflicts of interest properly and put the charity's mission first.
- **Manage resources responsibly:** Trustees must help protect the charity's money, property, reputation and other assets, and make sure resources are used well and risks are considered.
- **Act with reasonable care and skill:** Trustees should use their knowledge and experience thoughtfully, prepare for meetings and ask questions where they need more information.
- **Ensure accountability:** Trustees must make sure the charity can show how it is run, how decisions are made and how funds are used.

Being a fiduciary means that trustees are trusted to act with loyalty and care. In practice, this means declaring and managing conflicts of interest appropriately, not gaining improper personal benefit from the role, handling information responsibly, and making decisions that are careful, evidence-based and in the best interests of the charity.

Trustees carry out these duties in accordance with the charity's governing document and applicable charity and company law.

Inclusiveness, Equality and Human Rights

BHS is committed to inclusive governance and practice. Trustees should help ensure that the charity meets its responsibilities under the Equality Act 2010, including preventing discrimination, valuing protected characteristics, and considering reasonable adjustments so that disabled people are not placed at a disadvantage.

The Human Rights Act 1998 provides an important framework for how we treat people with dignity, fairness and respect. In practice, this means listening to staff and volunteers, respecting people's voice and experience, and making decisions that are transparent, proportionate and humane.

Inclusiveness is not just about legal compliance. It is about creating a culture where people feel safe, respected and able to do their best work.

Accessibility and Practical Support

We are committed to making trusteeship accessible. This may include accessible venues, online or hybrid meetings, clear papers, flexibility around participation, and open conversations about support needs during recruitment and after appointment.

Trustee Eligibility

Trustees must not be disqualified from acting as a charity trustee or company director under charity or company law. Boiler House Spaces is a charitable company, and people aged 16 and over are legally able to act as trustees.

We actively encourage applications from younger people. Applicants aged 16 or 17 will normally be invited to attend two Board meetings as an observer before any trustee appointment is considered, to help them understand the role, responsibilities and legal duties involved.

Shortlisted candidates will be asked to confirm that they are not disqualified from acting as a charity trustee or company director and to complete an eligibility declaration before any appointment is made.

Who This Role May Suit

This role may suit someone with experience in HR, people management, organisational development, employment practice or workplace wellbeing.

We also welcome people with strong transferable skills, lived experience or a commitment to fair and inclusive workplaces who are interested in supporting staff and volunteers and are willing to learn.

Key Dates

- **Application deadline:** Friday 31 July 2026
- **Informal conversations/interviews:** August 2026
- **Expected start date:** September 2026

How to Apply

To apply, please send your CV and a short supporting statement (no more than two pages) outlining your interest in the role and what you would bring to the Board to info@boilerhousespaces.com.

For an informal discussion, please contact Isis Amlak, Chief Executive, at isis@boilerhousespaces.com.

Shortlisted candidates will be invited to an informal conversation. Final appointments are made by the Board, subject to eligibility checks and approval. If you would like to apply in a different format or discuss support needs, please get in touch.