



BARNLEY FC
COMMUNITY TRUST

APPLICATION PACK

HR Trustee (VOLUNTARY)



BARNSELY FC COMMUNITY TRUST

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION

OUR VISION

Raising Aspirations; Enhancing Lives; Improving Communities.

OUR MISSION

To use the power of Barnsley Football Club to inspire, improve and positively change lives in our community.

OUR VALUES

WE ARE PASSIONATE ABOUT OUR WORK

WE ARE TEAM PLAYERS

WE ARE OPEN AND HONEST

◆ **SPECTEMUR** ◆ **AGENDO** ◆

APPLICATIONS

Barnsley FC Community Trust are committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: Laura.Mulroe@barnsleyfc.co.uk Or via post marked private and confidential to:

Barnsley FC Community Trust
Oakwell Stadium
Barnsley
S. Yorkshire
S71 1ET

Please note CVs will not be considered.

JOB DESCRIPTION

Job Title: VOLUNTARY TRUSTEE HR LEAD

Responsible for: Primary responsibility for Human Resource (HR) within the charity; and (with the rest of the board members) for taking a leadership role in actively championing HR good practice.

Supporting and working closely with the designated senior management leads and officers in their responsibilities for the charity.

Job Purpose: To take strategic leadership responsibility for the charity's Human Resource arrangements and be the accountable person for reporting back to the rest of the Board on these matters.

Understanding Governance: Governance refers to the systems and processes that are concerned with ensuring the overall direction, effectiveness, supervision and accountability of the charity. As the charity is an independent legal entity, it is the Board who have ultimate decision making within the charity and who are collectively responsible for the delivery of its purposes.

Therefore it is the Board who are the responsible and accountable body for the long-term direction and control of the charity - but the Board will delegate authority to the management team for the day to day operation of the charity.

Understanding Management: The management team are the charity's employees (and as such not members of the Board) who have received the delegated authority from the Board to take responsibility for the management and running of charity's business. Through this delegated authority, the management team will implement the charity's strategic aims and objectives.

Key working relationships of the Board HR Lead

Internal Relationships

- Trustees
- Senior Management Team
- All Staff Members & Volunteers
- All Service Users, Families & Carers

External Relationships

- Local Authority Designated Officer
- Local Safeguarding Adults Board
- Local Police
- EFL Trust
- Other Statutory Agencies

Essential Qualities of Role Holder	Desirable Qualities of Role Holder
<ul style="list-style-type: none"> • Possess a valid DBS Certificate • Excellent communication skills • Excellent written skills 	<ul style="list-style-type: none"> • Prior experience of committee/trustee work • Knowledge of the type of work undertaken by the charity
Area of Responsibility	Responsibilities of Board HR Lead
Strategic HR Responsibilities	<p>Contributing to HR policy setting, strategic direction, and target setting, and performance evaluation against targets, budgets, plans and charitable objectives</p> <p>Reviewing procedures in relation to trustee recruitment, induction, training, and performance evaluation and monitoring the implementation of those procedures</p> <p>Ensuring that the Trustee Board monitors and reviews the performance of the charity's HoF in keeping with best HR practices, rewards performance accordingly, and identifies appropriate development opportunities</p> <p>Participating, as required and requested by the HoF, in recruitment processes for senior staff appointments</p> <p>Ensuring that HR activities and interventions comply with the company's charitable objectives and governing document and Governance Policy and complement the Trust's culture</p> <p>Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice</p>
HR Knowledge and Experience	<p>High level strategic experience of leading and directing a HR Function in either the public, private or charity sector</p> <p>Comprehensive expertise of HR legislation, good practice and innovation</p> <p>Experience in the charity or voluntary sector desirable but not essential</p> <p>High level strategic experience of leading and directing a HR Function in either the public, private or charity sector</p> <p>Comprehensive expertise of HR legislation, good practice and innovation</p>



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barnsleyfccommunity.co.uk
twitter.com/bfccommunity
facebook.com/redsinthecommunity

Barnsley FC Community Trust is a registered Charity and a Company Limited by Guarantee registered in England and Wales. Charity Number 1118735. Company Number 6081731. Registered Office: Oakwell Stadium, Barnsley, South Yorkshire S71 1ET



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