# Role Description

# TRUSTEE of TALK Surrey CIO – with specialist HR responsibilities

## Overview

## Established in Guildford in 1998, TALK Surrey CIO supports people with aphasia by enabling them to practice all aspects of communication. Recoverers work closely with volunteers in a supportive environment allowing them to rebuild confidence and increase participation and independence within the community. The charity operates with a small number of employees, a network of volunteers and is led by a dedicated Board of Trustees.

**Primary responsibilities:**

* Ensure that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensure that the organisation complies with its governing document (i.e. its constitution), charity law, and any other relevant legislation or regulations
* Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensure that the organisation defines its goals and evaluates performance against agreed targets
* Safeguard the good name and values of the organisation
* Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensure the financial stability of the organisation
* Protect and manage the property of the charity and ensure the proper investment of the charity’s funds
* Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the employees
* Use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

**Specialist responsibilities:**

* Design and implement people policies that promote a healthy work environment
* Maintain HR procedures and records that are compliant with employment legislation.
* Administer employee-related paperwork, such as employment contracts and financial elements such as payroll, compensation and benefits, and pension schemes.
* Oversee booking and record keeping of employee annual and special leaves.
* Provide support and guidance in handling employee/volunteer relations issues
* Support the recruitment process including selection and interviewing candidates.

## Person specification

* A commitment to the organisation
* 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 and responsibilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# Document Control

Change log history:

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| --- | --- | --- | --- | --- |
| Version | Change | Date | Author | Approver |
| 1 | Specialist responsibilities | 5 Oct 2020 | V Blake | C Sacchett |
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