

## JOB DESCRIPTION:

# Independent Trustee (HR Expertise)

**Location:** Remote (UK based)

**Remuneration:** Unpaid – reasonable expenses will be covered

**Length of Appointment:** 3-year term

***Please note that this opportunity is not open to employees of organisations that already hold full membership of Women's Aid.***

## Main Purpose of Post

The Board of Trustees is responsible for the overall governance and strategic direction of the charity, its financial health, probity of its activities, and developing the organisation's aims, objectives, and goals in accordance with the governing document and legal and regulatory guidelines.

As a Trustee, you will support the Board in fulfilling its responsibilities, with particular focus on advising and supporting the charity in matters relating to Human Resources – including organisational culture, staff wellbeing, employment practices, and strategic workforce planning.

For those who wish to further consider the wider obligations of being a Trustee and the associated legal responsibilities, we suggest reading the Charity Commission's [\*essential trustee\*](#) guidance.

## Duties and Key Responsibilities

- Ensure the charity pursues its stated objectives and operates in accordance with its governing documents and regulatory requirements.
- Act within the spirit of, and in accordance with, a feminist understanding of violence against women.
- Uphold and actively support Women's Aid's equality, diversity and inclusion commitments.
- Contribute to strategic discussions, policy development, and performance oversight, particularly regarding people and HR strategy.
- Perform the role of Chair for Women's Aid's People & Culture Committee.
- Provide expert advice on HR policies, procedures, and best practice relating to recruitment, retention, staff development, and organisational culture.

- Promote good governance, ensuring effective and accountable operations, including ethical leadership and transparency.
- Support the Chief Executive and senior leadership team on workforce-related issues when appropriate.
- Protect and promote the reputation, assets, and long-term sustainability of Women's Aid.
- Ensure financial oversight and risk management, while safeguarding organisational stability and values.
- Operate collaboratively and collectively, ensuring all trustee decisions are made in the best interest of the federation and its beneficiaries.

### To hold the charity "in trust" for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its corporate behaviour, ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardian of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity's governance is of the highest possible standard.
- Providing strategic oversight and advice on the charity's people and culture priorities, including HR policy, staff wellbeing, and workforce planning.

*The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.*

### Conflict of Interest

The role of all Trustees is to uphold the interests of the Women's Aid Federation and all its members. Non-Member Trustees do not represent external organisations or member bodies and are appointed for their expertise and ability to contribute independently. At all times, Trustees must prioritise the sustainability and reputation of Women's Aid Federation of England in their judgement and decision-making.

Non-Member Trustees will be expected to maintain strictest confidentiality by not sharing any information from Board papers or meetings outside the Trustee Board or WA Executive Team. Members must not use information gained from their role as a Trustee to advance their interests or the interests of their organisation.

## Person Specification

Criteria	Essential	Desirable
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Awareness of and commitment to develop a good understanding of charity governance</li> <li>• Understanding of the domestic abuse / VAWG sector</li> <li>• Strong knowledge of employment law, and other key aspects of Human Resources, such as organisational development, and staff wellbeing</li> <li>• Commitment to feminist principles and inclusive practice</li> <li>• Understanding of equity, diversity &amp; inclusion in workforce settings</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of charity finance</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in advising or working with Boards on people strategy and organisational culture</li> <li>• A background in Human Resources, with experience in navigating complex and sensitive HR Issues with integrity and professionalism</li> <li>• Experience of supporting staff wellbeing or trauma-informed practises.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven leadership experience, at Director / CEO level.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy with ability to navigate contentious issues with objectivity and sensitivity.</li> <li>• Willing and able to operate within the parameters of the single sex services statement.</li> <li>• Strong commitment to Women's Aid's mission, values and ethos.</li> <li>• High emotional intelligence &amp; commitment to inclusive leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• Lived or learned experience related to domestic abuse or gender-based violence.</li> </ul>

## Behavioural Competencies

<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Cooperates in collective decision-making and takes responsibility for own actions, decisions, and deliverables.</li> <li>• Takes ownership for mistakes and refocuses efforts when necessary.</li> <li>• Holds self and others accountable for reaching short and long-term goals.</li> <li>• Self-imposes high standards of excellence, rather than having standards imposed.</li> </ul>
<b>Collaboration &amp; Teamwork</b>	<ul style="list-style-type: none"> <li>• Relates well to people at all levels.</li> <li>• Aligns personal work and performance with the broader team to achieve mutual outcomes.</li> <li>• Fosters teamwork: works to build relationships within teams and bridge the gaps between departments.</li> <li>• Supports and cares for others, and addresses issues disrupting team functioning and harmony.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Proactively communicates; informs others of what they need to know and capably articulates thoughts and ideas clearly and concisely via verbal and written communication.</li> <li>• Actively listens, consults others, and takes feedback on board.</li> <li>• Communicates using appropriate tone and language.</li> <li>• Has the ability to persuade, negotiate, and build support for own initiatives.</li> </ul>
<b>Innovation &amp; Entrepreneurial Spirit</b>	<ul style="list-style-type: none"> <li>• Seeks organisational improvement; promotes efficiencies in every area of their work.</li> <li>• Identifies problems and implements solutions, including trying new and different approaches.</li> <li>• Demonstrates commercial understanding, including awareness of sector trends/changes, and uses financial information to guide decisions.</li> <li>• Identifies business opportunities for the organisation, which may include opportunities for income generation, cost-savings, or added value.</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>• Deals with ambiguity, maintains effectiveness and modifies behaviour accordingly when experiencing major changes in work tasks or environment.</li> <li>• Supports change initiatives and focuses on the beneficial aspects of change e.g. opportunities for learning or growth.</li> <li>• Manages disagreements with tact and diplomacy.</li> </ul>

	<ul style="list-style-type: none"> <li>• High level of emotional intelligence; understands how their behaviour can affect the wider team and demonstrates a proactive approach to managing and moderating their emotions in the workplace.</li> </ul>
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Women only need apply under schedule 9 (Part 1) of the Equality Act 2010. In this context, 'woman' is defined as someone who was female at birth and does not identify as a man.

Applications are particularly encouraged from black and minoritised women, women working at 'by and for' member organisations, and women living with a disability, as these groups are under-represented on our Board. However, others should not be discouraged from applying.