



Caring About Buxton

BCA Trustee Recruitment

Role Title: Human Resources Trustee (unpaid volunteer)

Reporting to: Corporate Affairs Group and Board of trustees

Supported by: External HR consultants, senior paid staff

This is an exciting opportunity to join the leading environmental charity in Buxton and play a key role in helping shape the future of the charity.

1.0 About Buxton Civic Association (BCA)

BCA works and campaigns for the conservation and enhancement of the natural and human environment of Buxton. It was founded over fifty years ago and now has over 700 members. We have the following specialist groups:

- Corporate Affairs,
- Planning,
- Membership and Community,
- Woodlands,
- Places and Spaces,
- Biodiversity.

Working with other voluntary and community groups, BCA is heavily involved helping to shape the future development of the town.

We own and manage:

- Poole's Cavern – a heritage show cave, café and shop which forms the leading paying tourist attraction in the town.

- Nine woodlands including Buxton Country Park which are managed as open access facilities for the benefit of local people and wildlife.

We are currently running our Stronger Roots project to encourage regeneration of the woods and help people's wellbeing in getting closer to nature. Last year Stronger Roots ran 194 events for the public and attracted over 3,900 people.

BCA is funded largely from the surplus generated from running and managing Poole's Cavern. Trustees are also responsible for a business turning over £800k

BCA employs 8 permanent employees and 24 seasonal staff. In addition, we have three employees working on our Stronger Roots Project on a one year contract.

We also have many volunteers undertaking a wide variety of roles for the charity.



Caring About Buxton

BCA Trustee Recruitment

2.0 Summary of BCA's HR specific Trustee Role

You will be part of a talented, dedicated and friendly board of volunteer Trustees who are developing a clear vision for BCA and its part in the community.

BCA have recently employed HR consultants on a retainer basis to provide us with practical day to day support on HR issues.

The wider role of all BCA Trustees is summarised at the end of this document in 5.0.

The HR specific Trustee will provide specialist advice and support to Trustees, and staff in relation to the following:

- To provide strategic guidance and oversight to the work of the HR Consultants.
- Ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward, recognition and well being as well as staff and trustee development.
- Being aware of and understanding changing legal requirements and best practice in relation to HR issues.
- Assessing risks and measuring the impact of HR interventions.
- Developing and implementing company HR policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
- Developing a system for long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals and ongoing growth of the charity.

2.1 Detailed Role of BCA's HR Trustee

- To review and recommend current and future strategic staff resourcing, training and development and annual budgets and plans to the Board of Trustees.
- To ensure that HR activities and interventions are linked to BCA's charitable objectives and complement BCA's culture.
- To be responsible for ensuring that the board of trustees and staff are kept up to date on changes to legislation and statutory guidance relevant to HR and to ensure that appropriate action is taken to comply.
- Regularly advise, review and ensure the implementation training requirements for staff, trustees and chairs of BCA groups.
- To regularly advise, review and ensure the implementation of welfare requirements for staff, trustees and chairs of BCA groups



Caring About Buxton

BCA Trustee Recruitment

3.0 Person Specification

Essential

- Experience of performance management, HR/employment law issues and implementation.
 - Sound, independent judgement and ability to think creatively
 - Ability to work effectively as a team member
 - Willingness to actively participate in discussions concerning needs of BCA's beneficiaries, staff and the Board of Trustees
- Willingness to act in the best interest of the charity while adhering to the Nolan principles of public life <https://www.good-governance.org.uk/publications/insights/the-nolan-principles>

Desirable

- An interest in the human and natural environment and heritage of Buxton
- Clear and innovative thinker and ability to focus on issues requiring action
- Experience in the charitable or voluntary sector
- Experience of charity law and governance
- Experience in financial management and social media

4.0 Time Commitment

- You will be required to attend and actively contribute to the following meetings:
 - Board of Trustees (six per year)
 - Corporate Affairs Group (six per year)
 - The BCA AGM (one per year)
 - Meetings with HR consultants and senior BCA staff (as and when needed when a matter of policy arises)Meetings will normally be held at the Visitor Centre at Green Lane Buxton SK17 9DH or occasionally via Zoom.
- Attendance at members' events and fund raising activities is desirable when possible.

5.0 Summary of the role of all BCA Trustees

- Developing, supporting, and furthering BCA Vision, Mission, Goals, Values and activities in line with its charitable purpose.
- Being a positive ambassador for BCA and its commitment to both the built and natural environment.
- In partnership with the other Board members, holding the senior officers to account for the running of the charity and providing support to the senior management team



Caring About Buxton

BCA Trustee Recruitment

- Being the custodian of the charity with legal responsibility to act in accordance with the charity constitution and always in the best interests of the charity.
- Ensuring there is good financial management and the charity is acting within the law.
- In partnership with the other Board members, determining the business strategy and financial/business plan for the charity.
- Preparing for and attending board meetings and relevant group meetings (where membership of a group is included in the role).
- Attending BCA events when able
- Participating actively in fundraising activities and be willing to use personal and professional contacts and networks to further the goals of the charity and to assist in fundraising, including asking for financial support.
- Using personal and professional knowledge, expertise and time to support the charity, its staff, volunteers and beneficiaries.
- Staying informed about what's going on in the organisation.
- Working in good faith with staff and other board members as partners toward achievement of the Charity's goals

6.0 Applications

Applications including an up to date CV and contact details for two referees should be sent to: Peter Phillipson, Chair of BCA, chairofboard@buxtoncivicassociation.org.uk by 31st May 2022 at the latest.

Thank you for your interest.