



Military Wives Choirs  
Queen Elizabeth House  
4 St Dunstan's Hill  
London EC3R 8AD

## The Military Wives Choirs seeks a HR Trustee

### Would you like to make a difference?

The Military Wives Choirs is looking to recruit a trustee with proven HR and senior management/leadership experience to join the board of the Military Wives Choirs.

### No Ordinary Charity

We are the Military Wives Choirs. We connect nearly 2000 women in the military community and create a support network through the power of singing. The network of 72 Military Wives Choirs across the UK and internationally come together to celebrate a love of singing and a communal understanding that comes from our members' shared experiences of the Armed Forces.

If you have a passion for, and empathise with, our aim to improve the lives of women in the military community through the empowerment of singing, then consider joining the Board of Trustees to help us deliver for our choir members.

### No Ordinary Role

As the HR Trustee, with a proven track record in providing strategic leadership and management of HR, you will contribute to the board and governance of the charity as a whole and also provide strategic and occasional operational advice to the board and director on HR matters.

### Interested?

For an information pack, email Melanie Nightingale, at [MNightingale@militarywiveschoirs.org](mailto:MNightingale@militarywiveschoirs.org) and to learn more about the charity visit [www.militarywiveschoirs.org](http://www.militarywiveschoirs.org)

To apply, please email a copy of your CV and a one-page letter describing your interest in the Military Wives Choirs, and what you will bring to the HR leadership of the Board, to our Chair of Trustees, Maggie Pedder, at [mpedder@militarywiveschoirs.org](mailto:mpedder@militarywiveschoirs.org)

We will then be in touch to arrange a discussion. Board members are currently required to attend at least six meetings in London per annum, plus relevant committee meetings and sub-groups as required. Opportunity is made for Trustees to attend Choir activity to ensure a real understanding of the impacts of the work can be experienced. Reasonable expenses will be paid. Due to the ongoing pandemic, currently all meetings are being held virtually.

## HR Trustee Role Description

**Role Title:** Military Wives Choirs HR Trustee

**Role:** To contribute to the board and governance of the charity as a whole and also provide strategic and occasional operational advice to the board and director on HR matters.

**Background:** A HR Director or Senior Manager with experience in the commercial and/or voluntary sector working at a strategic level with a good working knowledge of HR and management practices.

## Person Specification

The person specification below sets out the qualities, skills and experience needed for the Military Wives Choirs trustee with special responsibility for HR.

### Essential:

- A minimum of 5 years' experience as a senior HR professional in the commercial and/or voluntary sector
- An ability to operate at both the strategic and operational level
- An understanding of the UK charity sector, good governance, relevant legislation, and statutory requirements
- An understanding of GDPR and Safeguarding
- Commitment to and understanding of the vision and values of the MWCF
- Integrity and good/independent judgement
- A willingness to devote the necessary time and effort to their duties as trustee
- Ability to take decisions for the good of the Charity
- Willingness to speak one's mind and listen to the views of others
- An ability to work effectively as a member of a team
- Understanding of the legal responsibilities and liabilities of a trustee
- A passion for and empathy with our aim to improve lives of women in the military community through singing

### Desirable:

- Knowledge of the armed forces environment.
- Experience in commercial management and social media.
- Experience within commercial performing arts.
- Knowledge of charity law and governance.

- An understanding of the charitable or voluntary sector

### Military Wives Choirs Vision

Our vision is the Military Wives Choirs network will improve the long-term wellbeing and enrich the lives of women within the military community by bringing them closer together through singing.

### Our mission

We provide support, training and other opportunities that will sustain and develop our choir network and the women who sing in our choirs because we believe that we are stronger together.

### Our values

*Unspoken understanding:* Our shared experiences of military life inform the way we look after one another

*Ongoing support:* We value time for ourselves and enjoy our time with each other

*Musical inclusivity:* It's not about being *able* to sing, it's about being *there* to sing

*Wellbeing through singing:* We create choirs that bond us together and allow us to share unique achievements and experiences

*Diverse community:* We welcome all women whose lives are currently impacted by their military connection

### Our ethos: Sing, Share, Support

Closely linked to our values, our strategy is underpinned by our ethos of 'sing, share, support'. This phrase encompasses the way in which the whole organisation (staff, trustees, committees and choir members) will operate, and also helps to tell the outside world what we're about:

*Sing:* We sing great songs that challenge us to be the best we can be. We give performances that make us proud to be in a Military Wives Choir.

*Share:* We enjoy one others' company and feel part of something special. Through having fun, we feel uplifted and happier.

**Support:** We are a team, and we help each other to cope. A member of one Military Wives Choir is an equally valued member of all Military Wives Choirs.

## The Trustee Board

- The Military Wives Choirs board can have up to 12 members. Terms of office run for three years and trustees are eligible to stand for two terms.
- Trustees meet six times a year from 1 to 5pm on a weekday at SSAFA, the Armed Forces charity Central Office in central London.
- Board meetings are planned one year in advance, and Trustees are expected to attend at least 60% of the meetings in person, the remainder can be done via electronic means.
- The Board has four sub-committees: Governance and Policy, Finance, Fundraising and Events and Musical Direction. Trustees may be asked to participate in an ad-hoc committee or task groups, or to join a standing committee or attend specific meetings on behalf of the Board.
- This is a voluntary role. Reasonable expenses such as travel to meetings will be reimbursed.

## Main Responsibilities of Trustees of the Military Wives Choirs are to:

- Commit to ensuring highest standards of governance in policies and practice related to choir member relations, recruitment, retention, reward and recognition as well as staff and trustee development.
- Ensure long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.
- Actively contribute to strategic direction, goal and target setting; policy development, and to evaluate performance against targets, budgets, plans and charitable objectives.
- Monitor the financial position of the charity and its operations within its Articles of Association making sure that there are clear lines of accountability for day-to-day financial management.
- Assess risks and consider the impact of all activities particularly in the light of financial & legal requirements, good practice and impact on choirs and choir ladies.
- Oversee the development and implementation of MWCF policies and practices in the context of furthering charitable objectives & evaluating their impact on choir ladies and staff.

- Broaden awareness of the charity's values and priorities; and increase its visibility across a wider audience.
- Advise and challenge as appropriate, on all matters brought to Board meetings.
- Review the performance of the Military Wives Choirs Director, along with the Chair, reward performance accordingly and identify appropriate development opportunities.

### How to apply

If you are interested in being part of this great organisation please email Melanie Nightingale, at [MNightingale@militarywiveschoirs.org](mailto:MNightingale@militarywiveschoirs.org) for further information and to learn more about the charity visit [www.militarywiveschoirs.org](http://www.militarywiveschoirs.org)

Application Closing date: Thursday 9<sup>th</sup> December 2021

Successful candidates will be invited to an Interview on:

Monday 13<sup>th</sup> December 2021.

To submit your application please contact Maggie Pedder at:  
[mpedder@militarywiveschoirs.org](mailto:mpedder@militarywiveschoirs.org)





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## Further Information

### Our Structure and background

The Military Wives Choirs was launched as registered charitable company limited by guarantee in 2012. All the Military Wives Choirs are under the umbrella of the Military Wives Choirs charity.

The Military Wives Choirs are first and foremost a support provision for women in the military community. It is scientifically proven that singing in a choir reduces social isolation, increases wellbeing and improves mental and physical health. With no auditions and no pressure to perform, the Military Wives Choirs gives the women we support confidence, a positive outlook and a community of women who understand the unique challenges they face.

The Choirs Support Team (CST) comprises of five full-time staff members, and two part-time staff members led by a director. The CST supports, enables and guides the choirs by offering committee and member support, providing training and materials, supplying music and national performance opportunities, drafting and implementing overarching policies/guidelines. Any money that flows through choir accounts and anything that happens at choir rehearsals and performances falls within the jurisdiction of the Military Wives Choirs charity. The CST also helps the Trustees to make sure the charity complies with legal requirements.

## The Role of a Trustee

Trustees are the people responsible under the governing document of The Military Wives Choirs charity for controlling the management and administration of the charity. The Charity Commission breaks down the trustee's role into six clear duties:

- 1 Ensure your charity is carrying out its purposes for the public benefit
- 2 Comply with your charity's governing document and the law
- 3 Act in your charity's best interests
- 4 Manage your charity's resources responsibly
- 5 Act with reasonable care and skill
- 6 Ensure your charity is accountable

## Who can be a Trustee?

To be a trustee you must be 18 years old. You cannot be trustee if you if you:

- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor
- have been removed as a company director or charity trustee because of wrongdoing
- have been disqualified under the Charities Act, or Companies Act.

The Charity Commission publication 'The Essential Trustee - What You Need To Know' provides further information regarding the responsibilities of charity trustees.

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>