



JOB DESCRIPTION: **Trustee - HR**

Helping the charity to build the team it needs to achieve the mission.

Salary: £0 – volunteer role but travel expenses to meetings covered.

Location: **Hybrid** (one average at least 2 meetings are in person, often Norfolk).

Hours: Part-Time (min of four meetings per year, plus additional time to support HR team).

The Charity and The Vision.

Scotty's Little Soldiers is a charity dedicated to supporting military children and young people (0 to 25 years) who have experienced the death of a parent who served in the British Armed Forces.

Inspired by the experience of Army widow Nikki Scott, following the death of her husband Corporal Lee Scott in Afghanistan in 2009, the charity, which was set up in 2010, provides support and guidance to hundreds of bereaved military children and young people throughout their childhood.

In 2023 Scotty's supported 659 young people but aims to be supporting 1,000+ bereaved military children and young people annually by 2030. Having established a key role within the Armed Forces charitable sector over the past decade, Scotty's is now embarking on a growth phase to build a charity capable of delivering its 2030 goals.

Role Mission.

The mission of this role is to provide oversight and guidance to the CEO and Head of People & Culture on the charity's HR matters, ensuring it meets its legal obligations as an employee, and creates a great working experience. The role will also act as a mentor for the Head of People and Culture.

The charity is in a growth phase of development and many of the challenges it faces are akin to those of a start-up business. In the past few years, we grew from 10 to 20+ team members, with likely growth to 30-40 in the coming years to meet our long-term goals. A candidate with previous experience of organisations having gone through growth or start-up periods would be beneficial. The charity also likes to look for forward thinking solutions to creating a great workplace and currently has benefits such as unlimited leave, flexible working (time/location), and a focus on 'supporting' rather than 'reporting'.

General Duties (in addition to regular Trustee responsibilities):

- Overseeing and supporting the charity's people strategy.
- Supporting the CEO and Head of People and Culture with key people related decisions.
- Ensuring that the charity has appropriate people policies in place.
- Supporting the Head of People and Culture with technical processes.
- Advising on any recruitment, dismissal and disciplinary processes and cases.
- Overseeing the charity's safeguarding policies and supporting the Head of Bereavement Education & Safeguarding in their work.
- Keeping the board informed about its people-related duties and responsibilities.
- Responsible for the recruitment of new Trustees to the board.
- Sitting on the charity's remuneration committee.

Person Specification

- HR qualifications and experience.
- Ideally some previous experience of charity specific HR.
- A willingness to be available to support paid team members for advice on an ad hoc basis.

The Scotty's Way & our non-negotiables.

At Scotty's, our personal performance is only 50% of what success looks like. Our culture is as important to us as anything else. If you agree to join the team, you are signing up to *The Scotty's Way*.

At the heart of The Scotty's Way are our four core values and four behaviours as created by the whole team.

Our values are:

1. Families Come First.
2. Everyone a Supporter, Every Supporter a VIP.
3. Love What You Do.
4. Remember, Every Day.

Our behaviours are:

1. Speak Up.
2. Actively Collaborate.
3. Embrace Change.
4. Show Respect.

You can read more about **The Scotty's Way** in the full culture code deck [here](#).

All team members, volunteers and trustees are expected to undertake an enhanced DBS check and to pass NSPCC safeguarding training for children and young people.

To apply, please contact our chair of Trustees, Jason Worthy, via email at jay@jayworthy.com