

# Amnesty International UK



## **ROLE DESCRIPTION:**

### **HUMAN RESOURCES SUB-COMMITTEE MEMBER (VOLUNTARY)**

#### **OVERALL PURPOSE OF THE ROLE**

To serve as a member of the HR Sub-Committee (a joint sub-committee of the AIUK Section Board and Charitable Trust) by actively initiating, helping to develop, monitor and evaluate strategic HR actions and policies that will enhance and embed AIUK's reputation as an employer, and enable us to recruit, develop, engage and retain the best staff, volunteers and Board members/Trustees.

#### **GENERAL RESPONSIBILITIES**

- To contribute actively to the sub-Committee by advising on, and monitoring, AIUK's HR strategy, policy development, change management and pay, performance and reward systems, reporting through the HR Sub-Committee Chair to the Board and charitable Trust as appropriate
- Maintain an oversight on relevant external HR, people and employment matters, and relevant Amnesty movement-wide projects and developments including legislative changes, good people management and general governance practices, employment and management trends, and any relevant standards or benchmarking.
- Advise on, and develop, related AIUK Board and Charitable Trust processes and practices, e.g. recruitment, development, etc. to ensure they are relevant, up to date, and conform to any relevant standards or practice.
- Occasionally act as a resource for both the AIUK Board, Charitable Trust and AIUK senior management if required (e.g. for specialist advice, facilitator, interview panel member)
- Share expertise on your specialisms in HR and give valuable input to the AIUK HR team

#### **NATURE OF THE ROLE**

The position is a voluntary one. Expenses (travel and any necessary accommodation or subsistence) will be paid in accordance with the AIUK expenses policy. The post does require a time commitment of:

- Attendance at approximately four sub-Committee meetings throughout the year (held at the HRAC, Shoreditch Headquarters of AIUK by consultation normally outside working hours).

- Some preparatory work and discussions outside these meetings likely to amount to up to a day between meetings

## PERSON SPECIFICATION

CRITERIA	STANDARD
<b>ESSENTIAL</b>	
Experience	Significant experience of human resources management or learning and development at a senior level (either as a HR specialist or as leader of people in a large organisation)
	Strategic policy development and planning experience
	Significant people management experience
	Up to date knowledge of current developments in HR and organisation development,
	Experience of organisational development work
Skills	Excellent communication skills, both orally and in writing
	Ability to serve as a member of a Committee (i.e. through teamwork, ability to build relationships, persuading and influencing skills, good judgment and problem solving skills)
	Interpersonal skills: particularly the ability to relate easily to Board colleagues and AIUK staff
General	Commitment to, and understanding of, AIUK's vision, values and objectives
<b>DESIRABLE</b>	
Knowledge/Experience	Reward/Compensation & Benefits or Organisation Development and Learning Background
	CIPD Member qualification
	Knowledge and/or experience of a third sector or not for profit organisation either as an employee or Trustee
	Trustee or Board member experience

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