



Role: Director with HR expertise (voluntary)
Location: Gateshead
Time Commitment: Six Board meetings per year, plus work in between with the executive team (approx. two days per month)

The Board of Directors at Your Voice Counts are looking for people to join the Board on a voluntary basis to assist with the leadership of the charity.

We're particularly keen to recruit an experienced HR professional who can help improve our approach to culture, performance management, recruitment, and supporting and developing our team of staff and volunteers.

About Your Voice Counts

We are a growing organisation that helps vulnerable people find a voice and gain control over their lives.

We believe that a society that recognises that people with different needs and abilities all have valuable contributions to make is better, fairer and richer for everyone.

We aim to help the people we support to **speak up** for what they want and need, to be better **connected** to their communities, and to have **choice and control** in their lives.

We do this by running advocacy services, supporting self-advocacy and user-led groups, and through a range of community-based services that support people to improve their circumstances.

Underpinning everything we do is a belief that people with lived experience of services are best placed to design the solutions that meet their needs. This extends to our Board where we have a number of people who have used our services, including people with learning disabilities, as active members of the Board.

Our values guide how we work and we are all responsible for putting these into practice every day:

- **Equality** - We champion equal opportunities for all.
- **Learn and Grow** - We work together to make things better.
- **Working Together** - We achieve more together than by acting alone.
- **Person Centred** - We put people at the heart of everything we do.
- **Accountable** - We are accountable to the people we support and to each other.

We are looking for people who are passionate about our mission to join our Board of Directors.

About the role

The person we're looking for will:

- work, or have had experience of working, in a HR Director or Senior HR Manager role
- support us to review our existing structures, systems and processes
- make recommendations about what needs to change; suggest solutions that are proportionate to the size and type of organisation we are
- provide guidance and oversight to our staff team in matters of HR, ensuring a focus on staff and volunteer wellbeing, the development of our teams, and the importance of maintaining a positive culture within the organisation
- provide ongoing oversight of HR management within the organisation on behalf of the Board.

We ask that all our Directors:

- embrace challenge and change
- have the willingness to devote the necessary time and commitment to the duties of the role
- are passionate about the organisation's mission
- are able to work effectively in a team.

Main responsibilities

- To commit to six Board meetings per year, with an additional six meetings available for Directors from our client groups.
- To chair our 'People' sub-committee.
- To read and review Board papers ahead of meetings.
- To embrace our organisational values.
- To participate in discussions whereby people from our client groups, including those with learning disabilities, are equals.
- To be able to explain the charity's public benefit.

Role of the Board as a whole

- To be clear about the organisation's purpose, public benefit and direction.
- To agree clear organisational objectives and develop a realistic strategy for achieving them.
- To agree the organisation's ethos, culture and values and to lead by example and monitor adherence to these, reviewing them periodically.
- To evaluate the performance and impact of the organisation, monitoring a consistent set of organisational performance indicators.
- To agree organisational policies and procedures.
- To monitor and oversee staff morale and engagement on behalf of the Board.
- To ensure that the organisation is financially sound, plans and manages resources effectively and can account for its finances publicly.

- To approve the annual budget.
- To approve annual accounts.
- To agree an approach to risk and how it will be managed, regularly reviewing specific significant risks.
- To ensure that arrangements are in place to consider concerns raised in confidence about any alleged improprieties, misconduct or wrongdoing.
- To review governance documents.
- To undertake an annual review of policies, procedures and risk register.
- To create and follow an annual Board plan.
- To appoint and manage financial auditors.

To apply, please complete an application form and send to jobs@yvc.org.uk by 5pm on Friday 26th March.

For more information about this role, please call Dave Woolley on 0191 478 6472.

We are committed to equal opportunities for all and would especially welcome applications from people with BAME backgrounds.