

Sudbury Gasworks Restoration Trust Human Resources Trustee Role Description

Background

Sudbury Gasworks Restoration Trust (the Trust) is looking for a new Trustee to help lead the organisation into its exciting new future.

In 2013, volunteers from the village formed Sudbury Gasworks Restoration Trust, a Building Preservation Trust, which aims to save the 1874 gasworks building in Sudbury and adapt it to serve the community once again.

Having negotiated a 99-year lease from the Sudbury Estate, the Trust are now well under way with the rescue, preservation and refurbishment of this 'at risk' Grade II Listed building to provide a modern community resource and make a real difference to the Parish and wider area.

Thanks to the hard work of the Trust's volunteers, and with support from The National Lottery Heritage Fund and other funders, the Trust are due to complete the capital works by Spring 2023, with a view to opening as a business shortly afterwards.

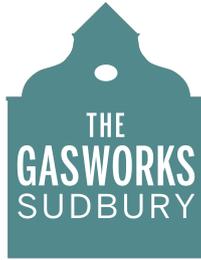
The Trust is a non-profit organisation and a registered charity. There are currently 8 Trustees on the Board. All trustee roles are voluntary positions.

The next challenge for the trust is to broaden its support base and increase people's access to, and enjoyment and understanding of, their heritage. It is in this context that the Trust seeks a new Trustee with a Human Resources background to support the charity in their work.

Being a trustee will provide a challenging, rewarding and enjoyable opportunity to volunteer with the Trust and the appointed person will play an important role in shaping the future of the charity.

Website: <https://www.sudburygasworks.com>





Role Description

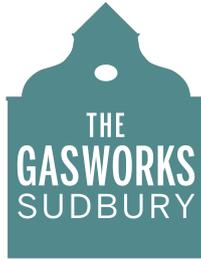
The Trust currently employs two part time staff a General Manager and a Finance and Admin Assistant.

Alongside a full project team including a Professional Design Team, Evaluation Consultant and Quantity Surveyor, the Trust have also contracted two self employed consultants: a Project Manager (Capital Works) and a Wedding Co-ordinator/General Manager).

The Trust is also supported by an active volunteer team, which is likely to increase as the project evolves.

They are now seeking a Human Resources Trustee who will:

- Advise and support on HR issues.
- Undertake weekly “catch ups” and monthly reviews with staff and self employed consultants.
- Lead the development of further staff and trustee role descriptions as required.
- Help create an organisation where staff, volunteers, trustees and others can thrive.
- Contribute to HR policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives.
- Ensure the Board of Trustees properly remunerates staff, reviewing performance and developing opportunities.
- Oversee the recruitment, well being and performance of staff/ self employed consultants as the project develops.



Person Specification

We are open to applications from people from a variety of backgrounds, however the ideal HR Trustee candidate will have:

- Experience in Human Resources management
- An excellent understanding of good practice in equal opportunities
- Awareness of good practice in volunteer management
- Willingness to act in the best interest of the charity and contribute sufficient time to the role
- Sound, independent judgement and ability to think creatively
- Experience of charity law and governance (desirable)

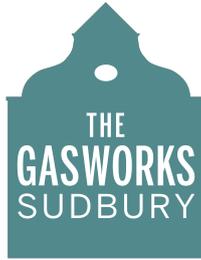
Time commitment: The Trust meetings will be held monthly and will generally be held in the evenings between 7/8pm. Trustees are expected to attend meetings and read/submit reports in advance.

A commitment of time to other meetings could be helpful and this would be the subject of discussion between the Chair and the relevant Trustee. Current Trustees take part in sub-committees and working groups to help deliver specific functions in greater detail and particular time-bound tasks.

Monthly progress meetings with the staff to ensure all staff are meeting smart measures, on track with work flow and to give feed back.

Feed back any additional work from trustee meetings if appropriate.

Term of office: Three years voluntary appointment with a possible reappointment of a further three years following Board approval.



How to Apply

To apply, please submit an expression of interest by letter or email outlining how you believe you could contribute to the future of the Trust, with reference to the Person Specification above, and why you would like to be a Trustee of the Sudbury Gasworks.

Please include the details of two referees.

We are open to applicants from the private, public and voluntary sectors; those seeking their first voluntary trustee role and more experienced trustees or non-executive directors. We wish to increase the diversity of our Board and so attributes such as age, ethnicity, gender, background and geographical area are also taken into account to try and ensure a balanced and representative Board.

If you would like an informal chat regarding this position before applying please contact Julie White : julie@growingruralenterprise.co.uk

Expressions of interest can be submitted electronically to Trustee Julie White : julie@growingruralenterprise.co.uk , we will then contact you to book an informal meeting.

Please send your expression of interest by 24th July 2022