

The Guildford Institute

Role Description for a Board Trustee –HR

The Guildford Institute is a charity providing cultural education to people in Guildford and beyond in an accessible and friendly environment. Based in our Grade II listed building since 1892, we offer opportunities to learn, feel inspired and build meaningful connections with others.

The Board of Trustees at the Institute are a collaborative and supportive team, who listen, challenge and debate freely. We have recently produced a new Strategy for 2026-2030 which aims to deepen our impact, broaden our reach and build a sustainable foundation that will allow us to continue to serve the current and future community of Guildford.

To assist the Board and staff in the implementation of the new strategy we are looking for a Trustee with HR skills and knowledge to join the Board to support HR and people development.

Main Duties and Responsibilities

Board

- To provide advice and guidance to the Board on matters related to employment.
- Be a member of Board sub-committees as requested by the Chair of Trustees and in relation to your expertise.
- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation. Setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

People Committee

- Be an active member of the Institute People sub-committee.

- Support and advise on employment affairs of the organisation and ensure they are legal, constitutional, current and within accepted practice
- Work with the Chair of the People Committee to advise the Board on matters related to employment changes, disputes and related issues.

The Institute Manager

- Provide advice and guidance to the Institute Manager on matters related to employment.
- Work with the Institute Manager to ensure effective employment and HR procedures are in place and proper records are kept.

Specifically

- Liaise regularly with the Institute Manager on general matters related to employment and people development.
- Ensure that fellow committee members are aware of their obligations as an employer.
- Provide advice to both the Institute Manager and sub-committees on issues related to employment at The Guildford Institute.
- Work with the Institute Manager and the Board to ensure all employment-related policies are legal and fit for purpose.
- Act as an independent advisor during recruitment processes.
- To ensure the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.

Personal Specification

Skills, Knowledge and Abilities

- CIPD Qualified, to “Associate” level or equivalent or holding legal qualification with HR/Employment experience.
- Current or recent practical knowledge of operating in an HR environment.
- Experience of advising and working with senior members of staff.
- Understanding of IT programmes and HR systems.

- Personable with strong communication and relationship building capabilities across all levels of the business.
- Proven ability to liaise at all levels internally and external to the organisation.
- Leadership skills within this area.

Additional Information

This is an unremunerated role; however, reasonable travel expenses will be paid.

Meetings are held at our venue in central Guildford. Board meetings take place a minimum of 4 times a year, with additional subcommittee meetings held in-between.

How to apply

Please send your CV and a covering letter explaining your interest in the role and how your skills, knowledge and experience meet the 'key responsibilities' and 'about you' sections above. We can also provide you with a skills audit form.

- Email: Amy Rice, Institute Manager, at amy@guildford-institute.org.uk
- Address: Guildford Institute, Ward Street, Guildford, GU1 4LH

If you have any questions about the role or application process, please don't hesitate to get in touch with Amy at 01483 562142.

By demonstrating our commitment to equality and diversity through our day-to-day actions, we value the ideas and contributions from everybody and welcome and support difference. Our aim is to make sure that equality, diversity and inclusion run through everything we do as an employer.

We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual

orientation, gender identity, socio-economic background, religion and/or belief.