



## **HR Trustee of Herts Disability Sports Foundation (HDSF)**

Herts Disability Sports Foundation is where everyone (absolutely everyone!) is empowered to experience the joys of belonging, achieving and physical activity. Through our diverse activities, individuals become functionally fitter, but also develop self-esteem, confidence and life skills as they connect with and belong to a safe community of others like them. And we have a lot of fun!

We operate in Hertfordshire and are now being recognised across the county as a source of expertise for disability sport and physical activity - from our track record, the skills of our staff and our open commitment to 'practise what we preach' on a daily basis.

HDSF believes that quality of life can be improved through involvement in sports and physical activity opportunities - and that everyone should have access to these benefits. The Charity exists to provide support, education, training and the opportunity to take part in sporting activities for individuals who struggle to access sport and physical activity - to improve physical health and wellbeing.

Following our recent skills audit, the Board would like to appoint a Trustee with Human Resources skills and experience to challenge and support the Board and Senior Management Team. We plan to expand our services across the county over the coming years and are looking for a Trustee who will share their skills and enthusiasm to support and drive our strategy, as well as broadening the diversity of thinking on our Board. Above all, our Trustees should be passionate about what HDSF is striving to achieve.

We aim to be an inclusive organisation, and welcome applications from anyone interested in supporting our purpose, particularly from those who have lived experience of disability (either personally or through their role as a parent/carer) and/or the sectors of our community which are often under-represented on charity boards.

In return, we offer the opportunity to join a diverse and lively Board of Trustees. We each bring a different set of skills to the Board (which we think is a real positive) and we try to ensure that each Trustee has the opportunity to make a difference to HDSF, using their personal and professional skills, in a way that is both enjoyable and personally rewarding.

### **Charitable Activities**

We are a relatively small charity (CIO with 7 permanent staff) working to support adults and children in Hertfordshire to participate in recreational sporting activities, with a focus on those with physical and/or learning disabilities. We aim to provide and support opportunities in sports and physical activity that can be accessed by everyone, whether it

be through participation, volunteering, coaching or education in a supportive and non-judgmental environment.

We offer a fully inclusive service across three key programme areas; Community activities, Bikes without Barriers and our hub for outdoor activities at Stanborough Park. Working with a diverse range of partners (including Day Services, special schools and community groups) and individuals, providing cycling opportunities for young people and adults, community fitness sessions in a variety of locations, weekly activity sessions at Stanborough for young people and adults (including watersports), and holidays session for children with physical or learning disabilities and their siblings. Our activities include cycling, boxercise, keep fit, paddleboarding, bell boating and much more – each activity is adapted to the needs of the individual without any assumptions about what they can and cannot do.

In addition, we work in partnership with a number of different agencies across Hertfordshire, including Herts Sport & Physical Activity Partnership, to provide training and advice on how to make physical activities accessible to all.

More information on our work can be found at [www.HDSF.co.uk](http://www.HDSF.co.uk)

## About the role of Trustee

HDSF Trustees meet face to face 5 times per year (usually in the Hatfield area); 4 Board meetings and one full day for teambuilding and strategic planning. We also have online meetings in the intervening months for training or a briefing on a specific topic. Trustees are also encouraged to visit HDSF activities at least once a year.

**Salary:** This is a voluntary role although HDSF will refund reasonable travel and subsistence expenses and all work-related expenses.

**Hours:** A minimum commitment of 4-8 hours per month.

HDSF Trustees serve for a three year term with the potential to serve for 2 terms at a maximum.

### Role Purpose:

Trustees play an essential role in the governance of any charity, as they;

- approve operational strategies and policies, and monitor and evaluate their implementation,
- oversee HDSF's financial plans and budgets and monitor and evaluate progress,
- ensure the effective and efficient administration of the organisation,
- ensure that key risks are being identified, monitored and controlled effectively,
- provide support and challenge to the Charity Director in the exercise of their delegated authority,
- keep abreast of changes in HDSF's operating environment,

- attend Board meetings, adequately prepared to contribute to discussions,
- use independent judgment, acting legally and in good faith to promote and protect HDSF's interests, to the exclusion of their own personal and/or any third party interests,
- contribute to the broader promotion of HDSF's objects, aims and reputation by applying skills, expertise, knowledge and contacts, and
- ensure the charity complies with its governing document, charity law and statutory requirements.

No previous experience of being a Trustee is required. All new Trustees are supported through an induction programme and are expected to complete specialist training covering the role and responsibilities of trustees as part of their induction, as well as a programme of ongoing training for all Trustees. In addition, the Charity Commission has 2 excellent guides on the role of Trustees; [Essential Guide](#) and [What's Involved](#).

## Person Specification

We are currently looking for a Trustee with expertise and experience in Human Resources, as identified through our latest Trustee Skills Audit. In addition to the key skills for a Trustee (below), the ideal candidate would have a CIPD qualification as well as a number of years' experience in a generalist role or across a number of HR specialisms.

The Trustee Board welcome all applications from people with relevant skills and experience and are particularly interested in receiving applications from those who have lived experience of disability (either personally or through their role as a parent/carer) and/or the sectors of our community which are often under-represented on charity boards.

The ideal candidate would have;

- Commitment to the vision and aims of HDSF and the willingness to devote the necessary time and effort,
- The ability to communicate clearly and concisely, ensuring their skills and expertise can be shared with the Board,
- A willingness to contribute fully to Board discussions and work effectively as a team,
- An ability to challenge in a constructive manner,
- Strategic planning and analysis skills,
- Willingness to be available to staff for advice and enquiries on an ad hoc basis,
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

In return, we offer the opportunity to join a diverse and lively Board of Trustees. We are passionate about HDSF and have a keen interest in the disability community and physical activity. We each bring a different set of skills to the Board (which we think is a real positive) and we try to ensure that each Trustee has the opportunity to make a difference to HDSF, using their personal and professional skills. We aim to be open, honest and supportive in our dealings with each other and with staff – balancing the role of critical friend with supporting the Senior Management team. And we recognise that all Trustees are volunteers – enjoying being a Trustee, feeling confident in your role and being able to make a difference are important to us and, we hope, to you.

## Equal Opportunity

- We are committed to providing equal opportunities and our policy is to ensure that no job Applicant or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.
- We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of HDSF in mind. Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an un-discharged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

## Application Process:

Please apply by sending a copy of your CV with a covering letter to Sine Bates, Chief Operating Officer ([sine@hdsf.co.uk](mailto:sine@hdsf.co.uk)), or contact her with any questions about the role or HDSF. We are happy to receive applications in alternative formats and will make any reasonable adjustments throughout the recruitment process.

Closing date is **Monday 19<sup>th</sup> May 2025**

Interviews in the **week beginning 2<sup>nd</sup> June 2025**