



# Role Description:

## Lead Trustee for Staff Welfare & Development

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### 1. Role purpose

The purpose of the role is to support the Senior Leadership Team to attract, retain and develop high calibre people to the church, and ensure that working for Christ Church London is a positive experience for all.

### 2. Principal responsibilities

In addition to their wider responsibilities as a trustee, the lead trustee for staff welfare & development provides oversight to ensure the charity:

- Has a strategic, proactive approach to ensuring people and our values-based culture are at the heart of how the organisation functions
- Creates and implements a strategy for attracting and developing high performing people
- Reviews its employment policies and processes annually, and complies with all relevant employment law
- Provides a point of escalation on the trustee board for employees wishing to discuss concerns and issues relating to their employment (in accordance with the Complaints and Whistleblowing policies)
- Engages with employees (through surveys, exit interviews and otherwise) to gather feedback and suggestions for improvements for consideration by the Senior Leadership Team
- Assists employees to understand and navigate the complexities facing employment and personal calling within the context of a church community

### 3. Time commitment

The individual will:

- Meet with the senior member of staff responsible for Human Resources [6 hours per annum]
- Review feedback and proposed actions from the surveys and exit interviews [6 hours per annum]
- Provide advice and guidance to the Senior Leader and/or senior member of staff responsible for Human Resources in the development of strategies, policies and processes on an ad-hoc basis to achieve the above results [8 hours per annum]



Total time commitment: 20 hours per annum.

#### **4. Reporting to**

Chair of Board of Trustees

#### **5. Term of Office**

The role shall be performed by a serving trustee and be appointed by the trustees for a term of three years, this may be renewable, until they cease to be a trustee.

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