

## **APPENDIX:**

PP&P Ltd. are especially interested to hear from Trustee applicants with an interest and/or experience working on HR, Health and Safety and Volunteer management. The role descriptions below gives an indication of the overview of responsibilities.

### **Special Duties of the Trustee for Health and Safety**

We are looking for a trustee who, alongside the staff team, steering group and other trustees, will take on responsibilities for **Health and Safety at Flo's- The Place in the Park**. The aim of this role is to ensure that Flo's – The Place in the Park becomes a place where appropriate, life-enhancing risks can be taken, whilst ensuring that the staff, volunteers and public are kept safe and secure.

This role will include several “set-up duties” and other “ongoing duties”:

#### **Set-up duties:**

- To develop a proportionate, flexible and sensible approach to risk management and health at safety at Flo's, which ensures that staff, volunteers and the public are kept safe, whilst maintaining an atmosphere of learning, education and community building.
- Strengthening and supporting development of the already existing health and safety policies and procedures
- Ensuring that any further necessary health and safety policies and procedures are in place
- To take appropriate steps to ensure that health and safety procedures are of the appropriate level, practical and feasible and well understood by staff.

#### **Ongoing duties:**

- Ensuring that Health and Safety policies, practices are kept up to date
- Supporting staff and steering group members responsible for day-to-day Health and Safety
- To support the *Health and Safety Staff Lead* when appropriate in the investigation of health and safety incidents that take place
- To support the *Health and Safety Staff Lead* when appropriate in reporting incidents to third parties (e.g. local authority)
- Supporting risk assessing any events or activities taking place at Flo's- The Place in the Park or at Flo's-Nature Nursery
- When needed to provide support to the Safeguarding Lead (a staff or steering group member)

### **Person specification**

#### **Trustees must have:**

- a commitment to the mission of PP&P Ltd
- a willingness to devote the necessary time and effort
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

- a sensible approach to risk management in line with our values of being a safe, welcoming venue for exploration, learning and community building.
- an interest in developing proportionate, flexible and appropriate approaches to health and safety
- a commitment to equal opportunities
  - good, independent judgement and integrity
  - an ability to think creatively
  - an ability to work effectively as a member of a team and to take responsibility as appropriate

It is desirable but not required that Trustees also have:

- Experience in managing health and safety procedures
- Experience of sitting on boards/governance committees

## **Special Duties of the Trustee for Human Resources**

We are looking for a trustee who, alongside the staff team, steering group and other trustees, will take on responsibilities for **Human Resources at Flo's- The Place in the Park**. The aim of this role is ensure that Flo's (the nursery and the overall centre) have well-considered staffing policies and practices, as well as supported staff members.

This role will include several "set-up duties" and other "ongoing duties":

### Set-up duties:

- To develop a proportionate, flexible and sensible approach to HR at Flo's in line with our values and proportionate the size and governance structures at PP&P Ltd.
- Strengthening and supporting development of the already existing HR policies and procedures
- Ensuring that any further necessary HR policies and procedures are in place
- To take appropriate steps to ensure that HR procedures are of the appropriate level, practical and feasible and well understood by the staff and volunteers they apply to.

### Ongoing duties:

- Ensuring that HR policies and practices are kept up to date
- To support staff with the recruitment of new staff roles (in the nursery and overall centre) as well as recruitment of new trustees.
- To support with the appointment and induction of new staff and trustees
- To ensure staff are provided with opportunities for staff development and support as appropriate.

- To work closely with staff, trustees and the treasurer to develop and keep under review a staffing structure at Flo's which enables Flo's to succeed in its aims whilst remaining financially viable
- Ensure that PP&P Ltd's legal responsibilities towards staff are met.

### **Person specification**

#### Trustees must have:

- a commitment to the mission of PP&P Ltd
- a willingness to devote the necessary time and effort
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- a sensible approach staffing structure and HR in line with our values of being a dynamic, community led and self-sustaining project.
- an interest in developing proportionate, flexible and appropriate approaches to staffing and HR
- an ability to think creatively
- a commitment to equal opportunities
- an ability to work effectively as a member of a team and to take responsibility as appropriate

#### It is desirable but not required that Trustees also have:

- Experience in staffing and /or HR policies and practices.
- Experience of sitting on boards/governance committees

### **Special Duties of the Trustee for Volunteers**

We are looking for a trustee who, alongside the staff team, steering group and other trustees, will take on responsibilities for **Volunteer management Flo's- The Place in the Park**. The aim of this role is ensure that Flo's (the nursery and the overall centre) have a well considered approach to engaging and supporting volunteers.

#### Special duties:

- To work with Flo's staff to develop a proportionate, flexible and sensible approach to volunteer recruitment, management and support.
- To strengthen and support the development of the already existing volunteer management practices and procedures
- To strengthen and develop further a volunteer management strategy and policies required.
- To work with staff to ensure that volunteers are kept safe and secure whilst volunteering for Flo's

### **Person specification**

Trustees must have:

- a commitment to the mission of PP&P Ltd
- a willingness to devote the necessary time and effort
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- an interest in developing proportionate, flexible and appropriate approaches to volunteer engagement and support at Flo's
- a commitment to equal opportunities
  - an ability to think creatively
  - an ability to work effectively as a member of a team and to take responsibility as appropriate

It is desirable but not required that Trustees also have:

- Experience in volunteer management/recruitment