

Human Resources Trustee and/or Volunteer

York House Arts and Youth Centre, Stony Stratford, Milton Keynes

Time commitment:

Approx. 2–6 hours per month

(Board meetings for Trustees on the second Tuesday of every month, and occasional advice as needed)

About the Role

York House is looking for a trustee and or/volunteer with Human Resources experience to join our friendly board. As a small but active charity supporting the local community through arts and youth, we're keen to make sure we're doing things properly when it comes to people, especially staff, freelancers, and volunteers.

We're not looking for someone to manage our HR day-to-day. We just need a calm, experienced voice who can help us:

- Keep our HR policies up to date
- Make sure we're following employment law and best practice
- Be a point of support when HR questions come up

What You'll Be Doing

- Reviewing HR-related policies and documents from time to time (e.g. staff handbook, volunteer policies)
- Helping us keep up with changes in employment legislation
- Providing occasional advice or support on people issues if needed (e.g. recruitment, contracts, basic HR queries)
- Supporting a fair and inclusive approach to how we work with staff, freelancers, and volunteers
- The role can
 - a) A trustee with this specific portfolio, this would include attending monthly trustees

OR

- A Volunteer Consultant on an ad hoc basis.

What We're Looking For

- Some experience in HR or people management – doesn't have to be super formal
- Up-to-date knowledge of UK employment law (or confidence keeping up with changes)
- A supportive, practical approach
- Interest in supporting arts, youth, and community activity in Stony Stratford-

Bonus If You Have:

- Knowledge of HR in small charities or community groups
- Familiarity with things like safeguarding or volunteer management (not essential)

Why Join Us?

- Make a real difference in your local community
- Share your knowledge to help keep us running smoothly
- Join a warm and welcoming team of trustees and volunteers
- Flexible, low-commitment role – we understand people are busy!

Interested?

We'd love to hear from you. Just drop us an email marked F.A.O Ken Daniels and Referenced – Human Resources Trustee and/or Volunteer role with a short note about your experience and interest to: info@york-house.org.uk

If you'd like a chat about the role first, contact Ken Daniels at info@york-house.org.uk

*A **Trustee** plays a vital leadership role in a charity, helping to guide its mission, shape its strategy, and ensure its well-run and financially sound. It's a rewarding position with the opportunity to make a meaningful, lasting impact.*

*A **Volunteer** gives their time and energy to support a charity's work on the ground. They're essential to delivering services and creating positive change, often forming the heart of the organisation's community.*