

Human Resources Advisor - DRAFT

Advertisement text

Make a Real Difference in Oxfordshire!

Are you an experienced HR Advisor looking to give back to your community? Oxfordshire Community Land Trust is seeking a passionate volunteer to join our Board and provide vital HR expertise.

Help us build sustainable, affordable, community-owned housing for local people. You'll contribute to our strategic direction, ensuring best practice in all HR matters.

For more information see our website.

Shape the future of Oxfordshire. Apply today!

Job Description

Volunteer Human Resources Advisor (Board Member)

Oxfordshire Community Land Trust

About Oxfordshire Community Land Trust (OCLT):

Oxfordshire Community Land Trust is a community-led organisation with a focus on increasing the availability of high-quality, sustainable and permanently affordable homes in Oxfordshire for the benefit of local people. We believe in empowering communities to shape their own housing solutions and create lasting, positive change.

Role Summary:

We are seeking a dedicated and experienced Human Resources Advisor to join our Board of Trustees on a voluntary basis. This is a unique opportunity to contribute your expertise to a vital community organisation and make a tangible difference in Oxfordshire. As a Board member, you will provide strategic HR advice and guidance, ensuring best practice in all aspects of people management.

Key Responsibilities:

- Provide strategic HR advice to the Board of Trustees, contributing to the development and implementation of organisational policies and procedures.
- Advise on volunteer management, including recruitment, induction, training, and retention.
- Ensure compliance with relevant employment law and best practice.
- Contribute to the overall strategic direction of OCLT as a member of the Board.
- Participate in Board meetings and contribute to discussions and decision-making.
- Provide guidance on any potential paid staff recruitment, should that occur in the future.
- Act as a point of contact for HR-related queries from Board members and volunteers.

Person Specification:

- Significant experience in Human Resources, ideally at a strategic level.
- Strong understanding of employment law and best practice.
- Excellent communication and interpersonal skills.
- Ability to provide clear and concise advice.
- Commitment to the values and aims of Oxfordshire Community Land Trust.
- Ability to work effectively as part of a team.
- Experience of working in the voluntary sector (desirable).

Time Commitment:

- Attendance at regular Board meetings (approximately 1.5hrs per month).
- Preparation for meetings and occasional ad-hoc advice as required.
- Estimated time commitment: approximately 4-6 hours per month.

Benefits:

- Opportunity to make a real difference in your local community.
- Chance to use your professional skills to support a worthwhile cause.
- Valuable experience of working at a strategic level within a community organisation.

To Apply:

Please submit your CV and a brief cover letter outlining your relevant experience and why you are interested in ¹this voluntary role to info@oclt.org.uk

Oxfordshire Community Land Trust is committed to equality and diversity and welcomes applications from all sections of the community.

March 2025

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