

## Board member for personnel

Lordship Hub is looking for someone to be our Board member for personnel, providing strategic leadership to our drive to make the Hub a fantastic place to work and volunteer.

### About Lordship Hub Co-op

Lordship Hub is a vibrant community centre and café in the centre of Lordship Rec, Tottenham's largest public park. It was established in 2014 as a community co-operative to encourage local people to take ownership and make it a great community resource. We encourage all staff, volunteers and users to become member of the cooperative so they can have a say in what we do and how we do it.

Our aim is to provide a space and services that are needed by park users and the local community. This includes 2 rooms for hire, and a cafe serving a menu that is all about fresh, wholesome, tasty and affordable food. Our activities and pricing have to be appealing to our local community and also allow us to run a financially sustainable organisation.

### Responsibilities

As Board member for personnel, you will provide strategic leadership to our drive to make the Hub a fantastic place to work and volunteer.

Some things which we have already put in place to make the Hub a better employer:

- Increased staff wages so everyone is paid the London Living Wage
- Worked with Cooperative's UK's HR advisory team to review and update our HR policies
- Re-introduced regular staff appraisals
- Launched a refresh of our flat management structure to make sure it is working for staff and volunteers
- Working with a mediator to create a conflict resolution policy for staff and volunteers

There is lots more we want to do in the year ahead, and we're open to ideas and expertise you will bring.

You will be the lead board member for personnel, but you will not be working alone. You will be working closely with our Office Coordinator who is the staff member leading on HR, our staff HR

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committee made of three members of staff, and the other members of the Board's sub-group for personnel. The Hub is also be able to seek advice from the HR and legal advisory team in Cooperatives UK whenever we need it.

There is training available – both for HR specifically and more general training on how to be a Cooperative director and board member.

## Responsibilities of all board members

- Maintain an overview of the organisation's affairs
- Sit on appraisal, recruitment and disciplinary panels as required
- Provide strategic direction to the organisation, set overall policy, define goals, set targets and evaluate performance
- Ensure the organisation complies with its governing document
- Safeguard the good name and values of the organisation

## Person specification

### Essential criteria

You must

- be a local resident
- understand and support our [cooperative and community-focused ethos](#)
- be able to meet the minimum time commitment set out above
- A willingness to learn about HR and personnel if you don't have relevant experience

### Desirable criteria

Experience of one of below, or similar

- Running a small business and employing staff
- Managing individuals or teams
- Director or board member with responsibility for personnel

### Time commitment

- Attend bi-monthly board meetings on a Wednesday from 5.30pm to 7pm with additional time to prepare
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- Attend bi-monthly meetings of the board's sub group for Personnel, with additional time to prepare
- Liaise with the staff HR committee as needed
- Attend the annual general meeting where board members are elected and ratified
- Where possible, attend Hub community events

## How to get involved

If you are interested in this role, please send a cover letter and a CV to [personnelgroup@lordshiphub.org.uk](mailto:personnelgroup@lordshiphub.org.uk) explaining how you meet the person specification set out in this advert.

If you have any questions, please contact [personnelgroup@lordshiphub.org.uk](mailto:personnelgroup@lordshiphub.org.uk)