

Role Specification: Director- Human Resources & Safeguarding

Purpose

- The role of **horsescotland** Board Directors is to provide leadership to the organisation and planning for the future. It employs staff to run **horsescotland** on a day to day basis.
- Board Directors must act in accordance with legislative and regulatory duties, **horsescotland** rules, values and corporate objectives.
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Roles & responsibilities

- HR (HR advice & support for Board and staff)
- Ensuring policies are maintained.
- Staff appraisals, development etc
- Link with expert resources, EEA and BGA, sportscotland Employment Advisors
- Health and Safety
- Board and employee recruitment
- Member of the Nominations Committee
- Lead on policies and education around Child Protection
- Child Protection the standards will be being rolled out to member bodies, roll is supported by Child Protection Officer
- PVG is processed by the Education and Development Manager however Child Protection Director and Officer both signatories and kept in the support to support staff.
- Partnerships – Children 1st and VSDS (Volunteer Scotland and Volunteer Scotland Disclosure services are the same organisations but provide volunteer training and process PVG checks for the volunteers)
- Provide support around crisis communications situations

General Responsibilities

- Provide input into strategy development
- Work to find and develop new funding streams
- Monitoring/ Measuring KPI's
- Ensure Health & Safety policies and procedures are adhered to
- Provide advice and guidance to member bodies

- Support the national Equestrian Awards
- Support member bodies events and AGMs

Skills/ Experience/ Attributes required

- Sound understanding of Safeguarding
- thorough knowledge and experience of one or all of the areas within the roles portfolio, ideally CIPD qualified
- Ability to demonstrate commitment to **horsescotland** and its objectives
- commitment to promote the highest standards of corporate governance and seek compliance wherever possible
- the ability and willingness to influence **horsescotland's** policy
- the ability to represent horsescotland acting as an ambassador for the organisation at all times
- a knowledge of the structures, controls and politics of Scottish sport
- experience of organisational development
- the highest standards of integrity and probity
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately
- the ability to work strategically as part of a team and to lead effectively in areas of specific responsibility of this role.
- the ability to attend approximately 8 Board Meetings per year, 1 Annual General Meeting and any other meetings as required (approximately 2-3 days per year). Directors are also expected to lead or play an active role on a Strategic Group and Sub-Committee as required.

It is important that Directors are independent in character and judgement and have no relationships or circumstances which could affect or appear to affect the Directors' judgement,