**The Access to Justice Foundation  
HR & Nominations Committee**

Role Description and Person Specification

**The Access to Justice Foundation**

We believe everyone should have access to justice, yet two thirds of the UK population don’t know how to get legal advice and most of those can’t afford it. A lack of access to justice leads to issues of poverty, homelessness, ill health, unemployment and many other social and personal difficulties.

We increase access to the legal system through strategic grant making to and support of the free legal advice sector. In 2021 we made grants of £6.4m to legal advice organisations supporting vulnerable people.

You can find out more about our work on our website [www.atjf.org.uk](http://www.atjf.org.uk).

**The HR & Nominations Committee**

We believe in strong governance and are committed to improving equity, diversity and inclusion and we are looking for an additional member of our HR & Nominations Committee with HR expertise to help us further these ambitions. The initial term of membership will be for three years.

Our HR & Nominations Committee is a committee of the Access to Justice Foundation’s Board and is accountable to the Board. It is responsible for:

* + Leading the process for appointments and selection to the Board of Trustees and members to its committees.
  + Leading the process for succession planning in relation to the Board of Trustees.
  + Advising the Board on an overall HR strategy, including a remuneration policy.
  + Advising the Board on the appointment of the CEO and other senior staff.
  + Advising the Board on the creation of new roles.
  + Advising the Board on the annual HR budget.

The HR & Nominations Committee is made up of at least four members, at least three of whom shall be Trustees (one of whom must be the Chair of Trustees).

**Time Commitment**

The Committee meets at least four times a year and it is expected that members will spend approximately two to three hours a month preparing for meetings, attending meetings, interviewing and dealing with ad hoc queries/issues.

Meetings are held in London in office hours but attendance can be via video call.

This is an unpaid, voluntary role but reasonable expenses can be reimbursed in accordance with our expenses policy.

**Person Specification**

* An understanding of the role of a charity trustee
* A background or expertise in human resources
* A commitment to equity, diversity and inclusion
* A commitment to the aims of the Access to Justice Foundation

**Equal Opportunities**

We are committed to equity, diversity and inclusion and are particularly keen to ensure that our trustee board and committees reflect the diverse nature of the communities we support.

**Application**

To apply please send your CV and a cover letter to our Joint CEO, Ruth Daniel ([ruthdaniel@atjf.org.uk](mailto:ruthdaniel@atjf.org.uk)), by 5pm on Monday the 6th of June.

**EQUAL OPPORTUNITIES MONITORING FORM**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**ABOUT THE VACANCY**

|  |  |
| --- | --- |
| Please state which job you have applied for and the closing date given for applications, below: | |
| Job applied for: |  |
| Closing date for applications: |  |

**HOW DID YOU HEAR ABOUT THIS VACANCY? (Please tick):**

|  |  |
| --- | --- |
| Newspaper (Please specify which) |  |
| Website |  |
| Recruitment Business |  |
| Friend/Family Member |  |
| Other (Please specify) |  |

**GENDER**

What is your gender? (please tick)

**GENDER IDENTITY**

Do you identify as transgender/transsexual?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**SEXUALITY**

How would you describe your sexual orientation (please tick)?

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Bisexual |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Prefer not to say |  |

**ETHNIC ORIGIN**

I would describe myself as (please tick one box only):

|  |  |
| --- | --- |
| White British |  |
| White Irish |  |
| White Other |  |

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other Asian |  |

|  |  |
| --- | --- |
| Chinese |  |
| Other Ethnic Group |  |

**AGE**

Please tick the box below your age range:

If you are lesbian, gay or bisexual, are you open about your sexual orientation? (please tick):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Partially | No |
| At home |  |  |  |
| With Colleagues |  |  |  |
| With Manager |  |  |  |
| At work generally |  |  |  |

|  |  |
| --- | --- |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Other Mixed |  |

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Other Black |  |

If OTHER, please provide details:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 | 18-21 | 22-30 | 31-40 | 41-50 | 51-60 | 61-65 | 66-70 | 71+ | Prefer not to say |
|  |  |  |  |  |  |  |  |  |  |

**RELIGION OR BELIEF**

Please describe your religion or other strongly-held belief:

|  |  |
| --- | --- |
| I would describe my religion/belief as: |  |
| I have no religion/belief: |  |
| I would prefer not to say: |  |

**DISABILITY**

The Equality Act 2010 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities’.

An *effect* is long-term if it has lasted, or is likely to last, more than 12 months. Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |
| --- | --- |
| Yes, I have a disability: |  |
| No, I don’t have a disability: |  |
| I used to have a disability, but now recovered: |  |
| I don’t know if I have a disability: |  |
| I would prefer not to say: |  |

Our privacy notice can be found on our website: [www.atjf.org.uk](http://www.atjf.org.uk/)