

Human Resources Lead: Board of Non-Executive Directors, ABColumbia

The Human Resources Lead on the Board of Non-Executive Directors of ABColumbia oversees the provision of effective human resources management and guidance to the highly successful advocacy group of five leading British and Irish development agencies working on Colombia. The group is currently hosted by CAFOD and answers to the Member organisations.

This is a voluntary position with expenses paid, and this lead role needs the commitment of a minimum half a day a month, plus attending quarterly Board meetings and the ABColumbia annual planning meeting. This role contributes to the overall work of the Board which was established in January 2008 and comprises four non-executive directors, one of whom is a representative of the member agencies.

Working in partnership with the Programme and Advocacy Manager and one other member of staff, Member organisations and the other Non-Executive Directors, this role:

- Coordinates human resources functions to ensure effective and fair recruitment, integration and retention of staff.
- Ensures the implementation of policies and practices for the human resources activities of ABC in liaison with the host charity (currently Cafod).
- Ensures human resources compliance and best practices as appropriate.
- Ensures staff performance, training and development activities are evaluated and advanced.
- Supports pensions and benefits implementation.
- Coordinates recruitment and orientation processes of the PAM.
- Supports recruitment and orientation processes of other staff and consultants.
- Ensures contracts are written and up-to-date.

Line management functions to the PAM and performance appraisals are provided by the Chair of the Non-Executive Board.

Person Specification:

The Lead is likely to contribute:

- expertise in managing the human resources of small organisations and experience and understanding of working in networks and committees.
- a background in human resources management, and experience of administering personnel activities such as recruitment, benefits, payroll, insurances, policies and procedures, and related HR work; along with a willingness to be available to staff for advice and enquiries on an ad hoc basis.
- good independent judgement together with the ability to work as a member of a team
- a commitment to the respect of human rights and the right to development, and an interest in Colombia/Latin America is advantageous.