

# Assistant Human Resources Volunteer

## About the opportunity

The Assistant Human Resources Volunteer will help deliver and develop Greyhound Rescue Wales' Human Resources strategies, policies and procedures under the supervision of the trustees. The trustees may at times delegate specified areas of responsibility for the supervision of the volunteer to paid line managers within GRW, for example the member of staff in charge of retail.

Duties and Responsibilities will be agreed between the volunteer and trustees.

These may include:

- Defining the strategic direction of GRW's human-resources-management practice consistent with evolving business needs and best practice.
- Introducing and originating methods and systems to align and develop talent within GRW's workforce.
- Identifying risks and ensuring HR quality for GRW.
- Liaising with independent evaluation, ethics and other oversight bodies.
- Approving GRW annual work plans, where necessary, in collaboration with line managers and trustees.
- Setting objectives, performance measurements, standards and expected results and delivers within agreed budgets and timeframes.
- Acting as a confidential and trusted advisor to the trustees and GRW line managers.
- Providing a safe-haven for challenging ideas.

## What are we looking for?

### Essential Criteria

- Must have own computer or secure access to one and internet facilities

- Management or HR background
- Must be interested in developing GRW
- Must be over 18
- Ability and willingness to attend an informal interview to assess suitability (this may be online or via telephone)
- Able to supply names and addresses of two people willing to supply references
- Reliability

#### Desirable Criteria

- Ability to work alone unsupervised
- Good oral and written communication skills
- Good interpersonal skills
- Experience of working within a diverse community