

Swanage Railway Company

Trustee Director (Human Resources, Safeguarding and People Oversight) - Role Description

Role Overview

The Trustee Director for Human Resources, Safeguarding and People Oversight will provide strategic leadership on workforce, volunteer engagement, and safeguarding. This Trustee will ensure Swanage Railway is a safe, inclusive, and supportive organisation for staff, volunteers, and visitors, with strong HR practice, compliance with safeguarding requirements, and a culture that values people.

Key Responsibilities

- Provide strategic oversight of HR and people policies, including recruitment, retention, training, performance, and well-being.
- Ensure compliance with employment law, HR regulations, safeguarding legislation, and equality duties.
- Support the development of a People and Safeguarding Strategy that aligns with the Railway's charitable purpose and values.
- Champion diversity, equity, and inclusion across all areas of Swanage Railway.
- Provide Board-level assurance that staff and volunteers are appropriately trained, supported, and recognised.
- Act as the Board's champion for safeguarding, ensuring policies, procedures, and training meet legal and best practice standards.
- Work with Designated Safeguarding Leads (DSLs) to monitor safeguarding performance and provide governance-level challenge and assurance.
- Support succession planning and leadership development for both staff and volunteers.
- Promote a culture of openness, respect, collaboration, and responsibility across the organisation.
- Oversee welfare arrangements for staff and volunteers, ensuring appropriate support and referral processes are in place.

Person Specification

- Professional HR qualification, safeguarding experience, or senior leadership background in people management, social care, or education.

- Strong knowledge of employment law, safeguarding legislation, and equality requirements.
- Understanding of HR best practice, volunteer management, and organisational culture.
- Ability to handle sensitive safeguarding or HR matters with discretion and integrity.
- Commitment to the protection and well-being of children, young people, vulnerable adults, staff, and volunteers.
- Strategic perspective with the ability to balance organisational, legal, and people priorities.
- Excellent communication and interpersonal skills, with the ability to build trust and inspire confidence at all levels.

Working Conditions

- This is a voluntary, non-executive Trustee position.
- Attendance at regular Board meetings is expected, with participation in relevant sub-committees providing oversight as required.
- Site visits and engagement with staff, volunteers, and safeguarding leads are encouraged to maintain awareness of practice and culture.
- Trustees are expected to uphold the highest standards of governance, provide effective oversight, and act as ambassadors for Swanage Railway.