

Role Profile:

Performance Review Committee Non-Trustee Member (Health & Safety)

Purpose of the Role

To be a member of the Performance Review Committee and support the charity's effective operation and help foster a safe environment for all, providing guidance on all organisational health and safety requirements and in particular within housing support services.

Key Responsibilities

- Attend and actively participate in committee meetings, offering advice and feedback on operational matters, particularly health and safety.
- Review and recommend improvements to policies and practices relevant to health, safety, and risk management.
- Help the committee and staff identify, assess, and mitigate health and safety risks affecting residents, employees, and visitors.
- Promote a culture of safety and support within charity operations, with particular attention to residential settings and communal property use.
- Support health & safety incident reporting and assist with reviewing trends and lessons learned.
- Share up-to-date knowledge of health and safety legislation, standards, and good practice.
- Advise on compliance matters and escalate formal requirements or critical decisions to trustee-level.

Person Specification

- Demonstrable experience or qualification in health, safety, risk management, or property compliance.
- Ability to communicate clearly and work collaboratively with trustees, staff, and volunteers.
- Commitment to the mission of the charity and to acting in the best interests of its beneficiaries.
- Willingness to maintain confidentiality and act with integrity.

Time Commitment

- Regular participation at the committee meetings (typically 4 per year + the AGM).
- Additional time for reviewing documents and ad-hoc project work.

Legal Status & Duties

- Non-trustee committee members are not charity trustees and do not hold legal governance responsibilities for the charity.
- Not liable for charity finances or statutory compliance, but expected to provide honest, constructive advice and assist in the smooth running of the charity.