

## ROLE DESCRIPTION

### 1. TITLE

**HR / Legal Director**

### 2. OVERALL PURPOSE OF THE ROLE

The HR / Legal Director works in a non-executive capacity to provide leadership and strategic direction to the Board and senior management team of British Dressage. The HR / Legal Director sits on the Board and Finance & Business Development Committee, working closely with the Chair, Deputy Chair and Chief Executive of British Dressage to ensure effective governance of the organisation.

The Finance & Business Development Committee provides additional oversight, monitoring and supervision of the current and future finances of the organisation, as well as advising the Board on policy relating to the charitable status of British Dressage, including HR, legal and governance matters. The HR / Legal Director is therefore required to provide specific expertise, advice, and guidance, based on their professional background, knowledge, and experience.

### 3. MAIN RESPONSIBILITIES

- Ensure that the Board has a good understanding of the latest legislation, regulation and policy frameworks relating to all HR, legal and governance matters.
- Ensure that the Board makes balanced and objective decisions in relation to its obligations as a charity, including compliance with Charity Commission regulations.
- Act as a Director of British Dressage (the Company) in the best interests of the Company, in line with the Companies Act 2006 and in accordance with the Memorandum and Articles of Association.
- Act as a member of the BD Board of Directors and actively engage with the formulation and development of strategy, policy, and budgets.
- Attend and actively contribute to the Finance and Business Development Committee meetings, providing advice and guidance on HR, legal and governance issues to inform Board policy and aid decision making.
- Act in the best interests of British Dressage, in accordance with the Memorandum and Articles of Association, meeting its stated charitable objectives and in line with the Companies Act 2006.
- Monitor the performance of the Company and ensure that all targets and objectives are met successfully, in line with overall strategy and policies.
- Act as a strong advocate and ambassador for the work of British Dressage and the wider equestrian community.
- Assist the Chair, Deputy Chair and Chief Executive of British Dressage as required.

### 4. REQUIREMENTS FOR THE ROLE

**Essential knowledge / experience:**

- The HR / Legal Director must have a proven track record of delivering success, with demonstrable knowledge, experience, and skills in one or more of the following specialist areas:
  - Human Resources
  - Employment law
  - Charitable regulations
  - Staff recruitment and retention
  - Volunteer management
  - Corporate governance

**Additional requirements:**

- Recent experience of serving as a Board Director, Trustee, or Committee member in the commercial voluntary, or public sector would be preferable.
- A full member of British Dressage (or willing to become a member on appointment).
- IT literate, with access to a computer.
- Eligible as a trustee of a registered charity.

**Personal Skills / Characteristics**

- Established reputation as a leader and strategic thinker, with a proven ability to operate in a professional capacity at senior level.
- Upholds the highest standards of integrity and adheres to the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).
- Positive, enthusiastic, dynamic, and energetic self-starter.
- Team player who is willing to work collaboratively with all stakeholders and act as an effective ambassador for the sport.
- Experience of representing an organisation in a high profile or public facing role, including good presentation and public speaking skills.
- Strong communication, influencing and negotiation skills, with the ability to forge effective relationships with key stakeholder groups.
- A passion for sport is considered essential for this position, while an active interest in equestrianism would also be advantageous.

**5. ADDITIONAL DETAILS****Time Commitment**

- There are usually six Board meetings per year, including bi-annual two-day strategy sessions in June and October.
- The Finance & Business Development Committee meet up to five times per year.
- Attendance at other ad-hoc meetings as required, ideally including the Annual General Meeting in September / October, plus two members' meetings per annum.
- General guide to time commitment is one to two days per month.

**Term of Office**

- As an Extra Director co-opted onto the Board, the HR / Legal Director will be appointed for an initial term of four years, in accordance with the BD Memorandum & Articles.

**Remuneration**

- The role is voluntary. Travel, accommodation and agreed out of pocket expenses will be paid in line with the British Dressage Expenses Policy.