



Trustee with Human Resources Expertise

Organisation: MumsAid

Location: Any. Board meetings are done remotely, with one face to face Trustee meeting per year in London.

Time commitment: Approximately 6–10 hours per month

Term: 3 years, renewable

Reports to: Chair of the Board

About MumsAid

MumsAid is a registered charity providing specialist perinatal mental health support to mothers, birthing parents, and families in the London Borough of Greenwich, or nationally online. We offer counselling, therapeutic groups, and peer support to help families navigate the emotional challenges of pregnancy, birth, and early parenthood. As a small but growing organisation, we are committed to ensuring that no one faces perinatal mental health difficulties alone.

The Opportunity

We are seeking an experienced HR professional to join our Board of Trustees. As we continue to develop our services and expand our team, we would benefit from strategic HR oversight and guidance to support our staff, strengthen our policies, and ensure we remain a well-run, people-focused organisation.

This is an exciting opportunity to contribute your expertise to a cause that makes a tangible difference in the lives of families at a vulnerable time. Previous trustee experience is not required—you will be supported through an onboarding and induction process. You must be prepared to offer hand-on help, particularly by way of advice to the CEO, but also reviewing documentation or advising on process when needed.

How You Can Help

As HR Trustee, you will provide strategic guidance on all people-related matters, helping MumsAid remain compliant with employment legislation while fostering a healthy, supportive organisational culture.

Key responsibilities include:

- Advising the Board and CEO on HR strategy, policies, and procedures
- Ensuring legal compliance with current employment legislation
- Providing guidance on recruitment, retention, performance management, and staff wellbeing
- Reviewing and strengthening HR policies and procedures
- Supporting the leadership team with sensitive personnel matters, including grievance and disciplinary processes
- Contributing to succession planning and staff development
- Acting as the Board's day-to-day lead on HR and staffing matters
- Attending ad-hoc HR sub-committee meetings as needed

General Trustee Responsibilities

Alongside your HR specialism, you will share collective responsibility for the governance of MumsAid:

- Contribute to setting strategic direction, defining goals, and evaluating performance
- Ensure the charity complies with its constitution, charity law, and relevant legislation
- Safeguard the good name, values, and mission of MumsAid
- Ensure effective and efficient administration and financial stability
- Protect and manage the charity's assets and resources
- Support and hold to account the CEO
- Promote MumsAid's work and values at appropriate opportunities

What We're Looking For

Essential:

- Significant HR experience, ideally CIPD Level 5 qualified or equivalent
- Sound understanding of employment law and HR best practice
- Experience in policy development and implementation
- Ability to handle sensitive personnel matters with discretion and good judgement
- Strong interpersonal skills and the ability to work collaboratively as part of a team

- Commitment to MumsAid's mission and values
- Willingness to devote the necessary time and energy to the role

Desirable:

- Experience working in or with the charity or non-profit sector
- Understanding of small team dynamics and the challenges of growing organisations
- Lived experience of or empathy for perinatal mental health challenges

Time Commitment

- Board meetings: approximately 4 per year, typically 2 hours each (evening meetings)
- HR sub-committee meetings as required likely to be also 4 per year (1 hour each)
- Approximately 2–4 additional hours per month providing advice and guidance
- We ask that trustees serve for a minimum of 3 years, subject to re-election

What You'll Gain

- The opportunity to shape the people strategy of a growing charity doing vital work
- Experience in charity governance and strategic decision-making
- The chance to work alongside a committed team of trustees and staff who share your values
- A meaningful way to give back and support families in your community

How to Apply

Please submit a CV and a brief cover letter explaining your interest in the role and relevant experience to sophie@mums-aid.org by cob 19th June 2026.

For an informal conversation about the role, please contact Angela@mums-aid.org

MumsAid is committed to diversity and inclusion. We welcome applications from people of all backgrounds and particularly encourage applications from those with lived experience of perinatal mental health challenges.