



**THE  
SUB  
ROOMS**

## Stroud Subscription Rooms HR Trustee (volunteer)

### Job description

#### About the organisation

The Stroud Subscription Rooms Trust was recently set up in readiness for when they will take over the operation of the Stroud Subscription Rooms (Sub rooms). The Sub rooms are the leading entertainment venue in Stroud, Gloucestershire and host performances, concerts, exhibitions and classes. This is an exciting time for the venue in the lead up to the property being transferred to Stroud Town Council from Stroud District Council on 28 March 2019.

#### Benefits of becoming a trustee

This is a rewarding role for a highly motivated individual. You would be involved in setting the future direction of the Sub Rooms and would have the satisfaction of knowing you were playing a significant part in enhancing the offering for local people as well as attracting further visitors to the area.

This is a leadership role as trustees oversee how the business is run and are responsible for the general control and management of the administration of the trust. Being a trustee is an opportunity for anyone with an interest in performing arts to broaden their skill sets, regardless of age. The payback can be immense in terms of skills development, networking, and a huge sense of satisfaction and achievement from knowing you are contributing to the running of a significant Stroud arts and music venue.

Please note, there will be further opportunities to volunteer in the future for those that do not have the time or desire to commit at trustee level. To register your interest on the Sub Rooms volunteering program, please email [admin@thesubrooms.co.uk](mailto:admin@thesubrooms.co.uk)

#### Role description

The Trust will make decisions about the running of the business and the direction the Sub Rooms takes as a cultural hub for the people who live in, work in and visit Stroud town.

The Trustees wish to invite applications for additional trustees to join their team and are especially looking for people with real passion in this sector to help to ensure the Sub rooms vibrancy and success in the future. The trustees are currently looking for candidates with skills and experience in one or more of the following areas: Finance, HR, Marketing and Communications.

## Responsibilities of the HR Trustee

- To assist in the current and future strategic development of a growing arts organisation and review and recommend resourcing, training, development and annual budgets to the Trustee Board.
- To play an active role in the contribution of policy setting, TUPE and change management together with goal and target setting and evaluate performance against targets, budgets, plans and charitable objectives.
- To ensure that HR/ employment law issues are implemented contextually and are in keeping with changing legal requirements and best practice.
- To devise and strategically drive a volunteer management programme for the company.
- To commit to ensuring the highest standards of governance in policies and practice related to employee relations, recruitment, retention, performance, reward and recognition in both staff and trustee development.

The ideal volunteer will understand HR and employment law issues and possess a strong HR background (CIPD membership) together with a sound independent judgement and the ability to think creatively. Arts sector experience is desirable but not essential.

## Application Process

Please submit a letter (up to two sides of A4) expressing your interest in the role of Trustee and a CV demonstrating relevant skills and experience via email to [admin@thesubrooms.co.uk](mailto:admin@thesubrooms.co.uk) or post to Stroud Subscription Rooms Trust, 58 London Road, Stroud, Gloucestershire GL5 2AD. Short listed candidates will be invited to attend an interview at a date to be agreed.

For more information about becoming a trustee and the responsibilities of the role please read [The Sub Rooms Trust](#) Trustee Information Pack.

### [Job Pack](#)

HR Trustee

Home-based

Voluntary

Posted on: 15 February 2019

The client requests no contact from agencies or media sales.