

Muscular Dystrophy Ireland
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HR Trustee Role Specification

The Organisation:

Muscular Dystrophy Ireland (MDI) aims to provide information and support to people with neuromuscular conditions and their families through a range of support services. Our objective is to promote, through practical empowerment, independent living for people with the condition muscular dystrophy. MDI supports advocating for services to enable people with neuromuscular conditions to fully participate in society and to live a life of their own choosing. MDI also aims to support and fund research into neuromuscular conditions.

Our Values:

Respect and Empathy – We seek to build relationships based on respect and empathy

Transparency and Integrity – We carry out all our work to the highest standards, underpinned by honesty, accountability and consistency.

Equality and Fairness - We are committed to equality and fairness and to ensuring the right equal access to services based on the needs of the individual.

Inclusiveness – We strive to be inclusive, valuing and respectful of diversity.

Personal Empowerment – We believe personal empowerment is about being able to make choices and having a voice.

The Role:

MDI are seeking a non-executive director/trustee with a HR background. If you have experience in this area and want to play a role in helping MDI we are keen to hear from you. Responsibilities will include:

1. Inputting to the strategic direction of MDI and ensuring the organisation's HR Strategy is a best fit for delivery of info, supports and services to our members through long-term strategic oversight of the organisation's personnel and staffing requirements in relation to the overarching goals of the charity.
2. Contributing with insight, oversight and experience of strategy formulation (in the charity/NFP and other sectors) to all aspects pertaining to HR and employment in MDI.
3. Commitment to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and trustee development.
4. Assessing risks and the impact of HR interventions in the light of changing legal requirements and best practice, and ensuring the MDI Employee Handbook remains compliant and relevant.
5. Implementing company policies and practices in the context of furthering charitable objectives and evaluating how they impact upon members, other beneficiaries and staff.

Desirable Skills:

5 years' experience in a professional HR role in the private, non-profit or public sectors.

Board Meetings:

There will be up to 12 board meetings (usually held at 4.30 pm) and up to 4 sub-committee meetings a year. Meetings are held in MDI Head Office, 75 Lucan Road, Chapelizod, Dublin D20 DR77.