

HR Trustee – IEEP UK

- Unpaid role, expenses paid
- Voluntary
- Home-based with occasional meetings in London
- Deadline Tuesday 16 June, 10AM

IEEP UK is looking for a new trustee to fulfil the role of HR Trustee and join our Charity's board.

About the organisation

The Institute for European Environmental Policy UK¹ (IEEP UK) is a UK registered charity and a not-for-profit sustainability think tank, with over 45 years of experience, based in the UK and part of the broader IEEP family across Europe, which celebrates its 50th anniversary this year. We work closely with IEEP colleagues based in Brussels and IEEP's European-wide network of environmental think tanks. We are dedicated to working with government, civil society, academia and a range of other stakeholders, including European, United Nations and other international bodies, civil society, academia, scientific institutes and business and industry to produce evidence-based research for impact-driven environmental policy solutions. Our work covers both short-term and long-term strategic environmental issues in the UK and its constituent nations as well as their interaction with policy in Europe and globally.

This is an exciting time for IEEP UK. Under the leadership of the chair of trustees, Malini Mehra, IEEP UK is delivering its current strategy up to the end of 2027, striving to grow from our current small team, becoming more visible and claiming a leading role in providing innovative research and policy relevant intelligence.

Role Guidance:

We would love to hear from candidates interested in guiding and supporting our Institute in its development. As HR Trustee, you will work alongside fellow trustees to ensure IEEP UK achieves its mission and remains accountable to stakeholders. Your specific trustee responsibilities will include:

- Providing ad-hoc support of IEEP HR on behalf of the Board of Trustees.
- Provide guidance on HR & Operations matters, including recruitment and employee engagement strategies.

¹ IEEP UK is our trading name – the organisation is registered as IEEP London

- Providing ad-hoc support to the charity's people strategy.
- Providing guidance for IEEP UK's Head of Finance and Operations (and Executive Director) in addressing any HR concerns.
- Providing guidance on the review of HR & Operations policies.
- Providing guidance to the Head of Finance and Operations and trustees to ensure the charity meets all statutory HR obligations, including well-being and satisfaction strategy.
- Actively participate in board meetings and contribute to the overall strategic direction of the charity.

Commitment:

- As with all Board members, an estimate of 10 days per year, including attending quarterly Board meetings (mostly online), pre-Board quarterly HR meetings with the Executive Director and the Head of Finance & Operations, and the AGM.
- The HR trustee, like all trustees, will typically serve a three-year term, renewable for two additional terms with a maximum of three consecutive terms i.e. nine years in total.
- All trustees are encouraged to attend IEEP UK events and sign up to our newsletter to stay abreast of our work outside of Board business and updates.

Desired Profile:

We welcome applications from individuals of all backgrounds and lived experience who can fulfil the following criteria:

- Commitment to IEEP UK's mission, strategy and its objectives.
- To be able to give advice (based on experience) in implementing processes and policies for a small organisation, balancing adaptability with clarity.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to devote the necessary time and effort to their duties as a trustee.
- Ideally UK based

The HR Trustee will have:

- Experience in Employee management and well-being.
- Knowledge of UK HR and governance regulations.

- Experience or knowledge of Charity operations
- Capacity to be available to give HR advice and answer enquiries from any staff or trustees on an ad hoc basis.
- A broad understanding of risk management.
- A background in good governance, ideally within the charity sector.

Application Process

Please send your CV and a cover letter, to recruitment_uk@ieep.uk, clearly marking the title of the email: 'IEEP_UK – HR Trustee - [YOUR NAME].

The covering letter should describe your skills, knowledge and experiences in relation to the key responsibilities listed in the job description, and address how you meet the Desired Profile above.

Application deadline: **10AM, Tuesday 16th June 2026**

Interviews: A first round of video interviews is expected to take place in the end of June, depending on the availability of candidates. This will be followed, if need be, by an in-person interview

IEEP UK welcomes offers from candidates of diverse backgrounds. For further information on IEEP UK, please visit our website at <https://ieep.uk/>