

WORKING CHANCE JOB DESCRIPTION

Job title: HR Manager (part-time)
Responsible to: Head of Finance and Resources
Location: Islington, London

PURPOSE OF ROLE

Working Chance helps women with criminal convictions to develop their self-belief and employability. This role ensures that the charity is supported by effective, fit for purpose HR processes, policies and practice, and guides the charity in creating a high-performing, inclusive environment where difference is embraced and individuals can flourish.

MAIN DUTIES

General

- Ensure all our people-related documentation is up to date, fit for purpose and compliant with employment and human rights legislation and GDPR.
- Monitor and review HR policies and processes and develop new ones as appropriate.
- Develop and implement a performance management framework.
- Advise on remuneration policy and framework.
- Support and advise our managers so that their people management skills and practice are of a consistently high calibre and ensure that they and their teams understand and implement our policies.
- Manage occasional complex employee relations casework, for example dispute resolutions, disciplinaries, grievances, absence management and restructuring/redundancy. Work with managers on a confidential basis to address people issues promptly and with sensitivity.
- Support the recruitment of staff and volunteers as needed and prepare documentation (eg. contracts).
- Support and welcome new staff and volunteers into the charity and work with their line manager to ensure they receive an induction process appropriate to their role.
- Keep the finance team apprised of any adjustments to the monthly payroll.
- Look for creative and innovative ideas that make Working Chance a place where talented people want to join and stay.

Equality, diversity and inclusion

Working Chance values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we come into contact with in the delivery of our work. Harnessing difference creates a productive environment in which everybody feels valued, their talents are fully utilised, and organisational and personal goals are met.

This role helps us to:

- Take a strategic approach to encouraging and implementing initiatives that help to ensure that individuals flourish in the delivery of our mission.
- Coach and upskill our staff on equality, diversity and inclusion and source training where appropriate.

- Create analytics to understand and track the performance of the charity relating to diversity and inclusion.
- Celebrate diversity through organised events and awareness sessions.
- Ensuring that (as a minimum) the charity is compliant with employment and human rights legislation relating to equality, diversity and inclusion.

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the post and the charity's needs.

PERSON SPECIFICATION

Essential knowledge and experience:

- At least 5 years' experience in an HR generalist role.
- Solid and up to date knowledge of UK employment legislation and its application.
- Excellent understanding and knowledge of issues around equality, diversity and inclusion.
- Experienced in supporting and advising line managers.
- Track record of managing a complex caseload.
- Excellent understanding of coaching and mentoring approaches to people management.
- Strongly connected to and interested in the world of HR.
- CIPD Level 5 (minimum).

Desirable knowledge and experience:

- Experience of creating and implementing equality, diversity and inclusion initiatives for an organisation.
- CIPD level 7.
- Educated to degree level.

Essential skills and personal qualities:

- Ability to maintain confidentiality and act with discretion and diplomacy at all times.
- Comfortable working in a stand-alone role; able to work with a high degree of autonomy as well as collaboratively.
- Personal commitment to equality, diversity and inclusion in organisations and within society.
- Excellent written communication skills: able to craft policies, strategy documents, contracts etc.
- Pragmatic, problem-solving approach and sound judgement.
- High level of emotional intelligence.
- Warm, approachable style; sociable and collegiate.
- Open-minded and non-judgmental, particularly in relation to the women we work with, who have a wide range of criminal convictions.
- Diligent with excellent attention to detail.
- Solid general IT skills, particularly the main MS Office products.
- Strong belief in the importance of the charity sector.

TERMS AND BENEFITS:

- Salary c. £35,000 pro rata
- Hours: 14 hours a week, with scope for flexibility.

- The post is permanent, subject to a six-month probationary period.
- Our office is one minute from Angel tube station.
- We have a pensions scheme and generous annual leave (25 days' holiday + three bonus days over Christmas and New Year + plus public holidays).
- We strive to be an equal opportunities employer and take equality and diversity seriously.
- All staff have access to a confidential Employee Assistance Programme.
- We invest in the training and development of our staff and have a continuous learning culture.