

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 our staff handbook, 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 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.
- Keep the finance team apprised of any adjustments to the monthly payroll.
- Manage training needs across the charity, ensuring that mandatory training is undertaken, and source additional training as needed.
- Manage implementation of family-friendly policies eg. flexible working, maternity and paternity.
- Support line managers with recruitment by providing advice on recruitment and selection strategies where needed, placing job adverts and advising on diversity and inclusion issues in recruiting practice.
- Support and welcome new staff into the charity and work with their line manager to ensure they receive an induction process appropriate to their role.
- Oversee new starters and leavers processes, including contracts, exit interviews, final salary payments, removal from IT systems etc.
- Promote employee welfare policies and initiatives and help to ensure that our staff's mental health, emotional wellbeing and resilience are supported.

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.
- Gather and analyse data to shed light on our EDI performance from a number of perspectives, such as recruitment, progression, access to learning and development and attrition. The data gathered and analysed needs to consider as many protected characteristics and personal circumstances as possible, to give a holistic view of where performance could be improved.
- Help to upskill our staff on equality, diversity and inclusion and source training where appropriate.
- Encourage the celebration of diversity through organised events and awareness sessions.
- Ensure that (as a minimum) the charity is compliant with employment and human rights legalisation 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:

- Minimum of 5 years' experience in an HR generalist role.
- CIPD Level 5 (level 7 preferred).
- Excellent up to date understanding and knowledge of UK employment legislation and its application.
- Excellent up to date understanding and knowledge of issues around equality, diversity and inclusion and experience of putting this into practice in an HR context.
- Experienced in supporting and advising line managers with HR issues.
- Track record of managing complex employee relations cases.
- Track record of designing, writing and updating HR policies and processes.
- Strongly connected to and interested in the world of HR.

Essential skills and personal qualities:

- Comfortable and confident working in a stand-alone role; able to work with a high degree of autonomy as well as collaboratively.
- Ability to thrive while juggling a range of commitments, working on strategic HR projects while attending to operational HR needs.
- Personal commitment to and interest in promoting equality, diversity and inclusion in organisations and within society.
- Excellent written communication skills.

- Pragmatic, problem-solving approach and sound judgement.
- Ability to maintain confidentiality and act with discretion and diplomacy at all times.
- 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

- This is a part-time, permanent role with a six-month probationary period.
- Salary: £35,000-£38,000 pro rata depending on experience.
- Preferred hours are 21 hours a week, but Working Change is open to discussions with candidates who are available for fewer hours (or variable hours each week) with 14 hours per week as a minimum.
- We give staff the option to work a hybrid model, enabling them to work up to 40% of their contracted hours at home, provided that they have a suitable home environment. Our office is in London, 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 are passionate about promoting equality, valuing diversity and working inclusively.
- All our staff have confidential access to an Employee Assistance Programme.
- We invest in the training and development of our staff and have a continuous learning culture.