

*AY Group is currently hiring HR Manager for its community service organisation. Please see below to find the detailed information regarding the roles mentioned above. With increasing Knife crime, AY Group has started selling First Aid Courses to train the people to stay safe. Please revert us if the above-mentioned opportunity excites you. However, through this noble job, you will get a chance to give something back to the society and grow professionally. Our society needs your hearty support. Please come and join us to this noble venture.*

# Volunteering Role

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**Post Title:** HR Manager

**Department:**  Fundraising

**Contract:** 12 months fixed term/2 weeks’ notice must be given

**Hours:**

**Location:** London Office

**Responsible to:** CEO (Danny Barnes)

**PRINCIPAL DUTIES:**

To be responsible for all HR processes and procedures throughout the company including recruitment, selection and retention, induction, compliance and policies, performance management, training and development. To have an overview of all employee relations. To ensure that we are fully compliant with Safer Recruitment and that the Central Registrar is fully accurate and up-to-date. To provide legal advice to the Directors and the General Manager on any employment regulation up-dates, HR processes or staffing issues. Understand and ensure full implementation of company’s policies and procedures, in particular, relating to child protection, Health, Safety and Welfare, Safer Recruitment and Security. Establish priorities, work independently and work without direct supervision on all routine matters.

**MAIN DUTIES:**

**HR Compliance:**

* To ensure that we are fully compliant, up-to-date and all staff are aware of relevant policies and regulations.
* Follow Safer Recruitment Practices in all recruitment processes.
* Responsible for ensuring the Central Register is up-to-date and accurate for all contacts with the company including employees, contractors and volunteers.
* Ensure that all staff have the necessary training at Induction, inset and throughout the year.

**HR Recruitment, Selection and Retention:**

* Manage the overall processes for external and internal Recruitment and Selection.
* Responsible for a recruitment and training budget.
* Ensure new recruits, contractors, tutors, volunteers must have the correct checks, satisfactory references and DBS documentation prior to commencement.
* Responsible for up-to-date employment contracts and offers of Employment.
* Continually review legislation to ensure all policies and procedures are compliant.
* With the CEO and the General Manager, oversee an effective Induction and Inset Programme.
* Be aware and up-to-date on market rates and external remuneration information.
* Create and Co-ordinate with the CEO, GM and Finance Director to ensure the accuracy of Job Descriptions.
* Advice and maintain accurate Organograms.
* Monitor staff turnover and reasons for leaving and advice the CEO and GM.

**Performance management:**

* Oversee levels of absence management and advice the CEO, GM and Finance Director.
* Have an overview of all performance management processes across the company for the Appraisal cycle, records of interviews, target achievements and teaching and learning processes.
* Coordinate a dashboard to give an overview of performance management across the company.
* Advise the CEO on any investigation, disciplinary or grievances in accordance with employment law and ACAS.
* Oversee the budget and distribution of all CPD across the company.
* Advise the CEO of any skills and training gaps and provide the support where needed.
* Provide support to line managers with leadership responsibilities.

**Other considerations:**

* Knowledge of the company’s regulations and health and safety policy and being aware of, and implementing the company policies and procedures, in particular, safeguarding of children.
* Co-operating with Acknowledging You Recruitment Ltd in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
* To undertake other such duties that may from time to time be reasonably assigned by the CEO, GM or Finance Director.
* To contribute to the extra-curricular life of the company.

# PERSON SPECIFICATION

**DIRECTORATE:** Teaching & Learning

**POST TITLE:**  HR Manager

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|  |  | **E** | **D** |
| **Formal**  **Qualification** | * CIPD or equivalent qualification. * Assessor Award (A1, TAQA Level 3). * V1, TAQA Level 4 Award or willingness to undertake qualification. * Education and Training Qualification Level 3, 4 or 5 and/or the equivalent such as PTLLS, CTLLS or DTLLS. | ✓ | ✓  ✓  ✓ |
| **Knowledge** | * Good knowledge of Apprenticeships and NVQ/QCFs framework. Good knowledge of teaching/assessment procedures. * Strong understanding of employment law. | ✓ | ✓ |
| **Experience** | * Successful experience of learning support. * Relevant and current industry experience in education and training (e.g. College). * Successful experience of training and presenting. * Experience of dealing with seniors and sometimes challenging individuals. * Demonstrable experience in managing TUPE, redundancy or other relevant HR projects. * Examples of adding value as both an individual contributor and active team member. | ✓  ✓  ✓ | ✓  ✓  ✓ |
| **Skills** | * Good communication skills, to be able to handle in a confident and professional manner, all types of telephone/face to face contact. * Good organisation and administration skills * Good Presentation skills * Ability to prioritise workload. * Ability to problem solve. * Ability to use own initiative. * Excellent IT Skills. * Recruitment and Job Interviewing Skills. * Superb communication skills honed in a business partnering/advisory roles. | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Other Specific**  **Qualities** | * Ability to maintain confidentiality. * Demonstrable commitment to equality of opportunity for all. * Ability to work flexibly to respond to changing priorities. * Enthusiastic. * Ability to build rapport quickly with key members of the executive team. * Ability to represent the Human Resource functions as part of the bigger business picture. * Confident directing HR and advising managers on all aspects of people management and development. * A professional and commercial approach to HR, with the ability to deliver high employee satisfaction, appropriate development and reward for individuals. | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Personality**  **Motivation** | * Able to work as part of a team. * Ability to motivate individuals. * Committed to high standards. * Committed to supporting students and staff members. | ✓  ✓  ✓  ✓ |  |
| **Physical**  **Requirements** | * Fit and able to carry out the duties of the post. | ✓ |  |
| **Circumstances** | * Able to work outside normal hours as may be required to work evenings and weekends. * Able to travel. * Must be able to provide a clean DBS. | ✓  ✓  ✓ |  |

# E = Essential D = Desirable