**HR Manager**

**Job Description and Person Specification**

**Reports to:** Director of Finance and Operations

**Contract:** Permanent

**Hours:** 22.5 hours per week

**Based at:** Elm Tree Court, Devizes with some home working available

**JOB PURPOSE**

The purpose of the HR Manager is to be the key contact for HR related matters and provide expert advice to Managers. You will ensure Managers can develop to their full potential by sharing knowledge and providing advice to upskill them.

The HR Manager will also work closely with the Director of Finance and Operations to contribute to the development and implementation of the HR Strategies. You will support with benchmarking against comparator organisations and draw on The Wildlife Trust insights into HR policies and implementing best practice.

**DIMENSIONS**

The HR Manager will Line Manage the Recruitment and Retention Officer.

**MAIN DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities of the role are as follows:

Recruitment, Retention and Personal Development

* To oversee the Recruitment and Retention function including the line management of the Recruitment and Retention Officer.
* Work with the Recruitment and Retention Officer to continuously improve the recruitment process including promotion of opportunities according to our EDI policy.
* In conjunction with the Director of Finance and Operations support the ongoing review of the Trust’s offering on personal development and training to include opportunities for secondments and mentoring.
* Work with Managers to implement structured probationary periods with meaningful objectives being set for new starters.
* Liaise with the Management Teams to identify training gaps and training opportunities for staff development and retention in line with roles and budgets.

Our People

* Work with the Director of Finance and Operations and Personnel Committee to review the staff remuneration and benefits package.
* Coach Managers in resolving conflicts, addressing performance concerns and ensure staff receive fair treatment. This may include assisting with the production of WRAP plans, return to work interviews and role risk assessments.
* Educate Managers to give them the skills and confidence they need to be an effective Manager and deal with situations as and when they arise.
* Upskill Managers in undertaking constructive quarterly reviews and one to ones.
* Work with Managers to acknowledge and implement flexible working requests, maternity/paternity leave.
* Support the Office Manager with promotion and delivery of Staff Wellbeing Days/Staff Conference.
* With support of the Executive Team, design and develop Staff Surveys to benchmark staff satisfaction and wellbeing to maximise retention.
* Set up and coordinate bimonthly full Staff Meetings on Zoom.

Governance

* Under the direction of the Director of Finance and Operations lead reviews and development of HR policies and procedures, to include early reviews of the pay band and progression framework and the staff benefits package.
* Update the staff handbook and employee documents according to legislation.
* Be the primary administrator for the Royal London pension scheme.
* Manage employee benefits including administration of the insurance schemes and the Cycle to Work Scheme.
* In collaboration with the Director of Finance and Operations, produce quarterly HR reports for the Committee Cycle.

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

The Trust has grown considerably in recent years in terms of income, membership, staff and in the range and number of projects and activities undertaken. It has achieved an outstanding reputation both locally and nationally and the 2023-2030 Strategy will continue to build upon the recent success we have experienced with expansion of the Education Teams, a focus on additional project funding and growth in the Nature Recovery Teams.

We have a dedicated and highly valued staff team and headcount at 140 so there is a need to continue to invest in the systems, processes and training which is already in place. Recruitment and retention remains a key area for the Trust to ensure that the Trust is an inclusive employer, roles are available and accessible to all candidates who meet the person specification and staff turnover is sustainable.

The role of the HR Manager is a newly created role to assist the Director of Finance and Operations in the smooth running of the Trust. The Trust works closely with Stephen Scown Legal Team who assist with finalising policies and contracts and providing advice for more complex situations.

The Trust has embedded policies and procedures and a adopts a caring environment towards staff. With recent growth we now need a dedicated resource to ensure Trust needs are met as we embark on the 2023-2030 Strategy.

**WORKING RELATIONSHIPS**

This post will foster strong professional relationships across the Trust, in particular the Executive Team and Line Managers.

Wiltshire Wildlife Trust is part of a wider network of 46 Wildlife Trusts therefore there is opportunity to build relationships across the movement to share best practice and initiatives.

You will also work externally with the Legal Team, Pension Adviser and key providers.

**KEY CHALLENGES**

As the working environment and attitudes to work continue to change the Trust will need to balance remaining flexible and adaptable to staff whilst prioritising business needs.

The HR Manager will need to manage demands on their time carefully. There will be a balance to strike between providing hands on support and driving forward the people agenda within the working hours.

**SCOPE FOR IMPACT**

This is a highly rewarding post to support an energetic and passionate workforce. There are huge opportunities for steam lining processes, enabling Managers and shape and embed HR Strategies in association with the Director of Finance and Operations.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| Qualifications | * CIPD at level 5 * A high standard of literacy and numeracy, in order to be confident to work independently in these areas at the required level | * Working knowledge of Breathe HR |
| Experience | * Proven experience of HR policy and practice including basic knowledge of employment law * Working knowledge of GDPR | * Experience of working in a Charity * Knowledge of sustainability and environmental issues * Understanding of equality, diversity and inclusion |
| Skills | * Excellent communication skills * Proficient in Word, Zoom and Teams * Ability to build strong relationships with Line Mangers in a timely manner * Ability to remain calm in challenging situations * Able to hold difficult conversations * Confidential * Accurate |  |
| Personal attributes | * Be a self-starter, working on own initiative as well as being a team player * Personable and empathetic * Honest but kind |  |
| Additional requirements |  | * Full driving licence |

Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.