

JOB PROFILE

Job title:	HR Manager
Salary:	£45k to £50k depending on experience
Contract:	Perm, part-time or full-time
Reporting to:	CEO
Location:	London (hybrid, 3 days in office)
Direct Reports:	No

We are seeking an experienced strategic and operational HR Manager to oversee all aspects of human resources practices and processes within our charity. The standalone HR Manager will play a pivotal role in fostering a positive work environment, ensuring compliance with employment law, and aligning HR initiatives with business goals. This role requires an initiative-taking, detail-oriented, and people-focused individual who thrives in a dynamic environment.

Key Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Design, revise, and enforce company policies to ensure compliance with employment law and best practice.
- Manage the HR system to ensure data integrity, ensuring employee records and maintained accurately and in compliance with GDPR.
- Monitor and analyse HR metrics to improve organizational effectiveness.
- Collaborate with department heads to identify staffing needs and develop job descriptions.
- Manage the end-to-end recruitment process, including sourcing and selection.
- Manage the employee onboarding experience, including reference checking, DBS checks and pre-employment health questionnaires.
- Administration of contracts and employee changes to terms and conditions of employment documentation.
- Implement and oversee talent retention strategies, performance management systems, and succession planning.

- Act as the primary point of contact for employee inquiries, grievances, and conflict resolution.
- Coach and advise line managers on people issues within their teams from probation to sickness absence to performance.
- Foster a culture of open communication and continuous feedback.
- Develop and execute employee engagement initiatives, including team-building activities and recognition programs.
- Assess training needs and design programs to enhance employee skills and career development.
- Identify training needs and source training solutions, monitoring their effectiveness.
- Work with Finance to contribute to payroll processes and ensure timely and accurate compensation.
- Manage employee benefits programs, including health insurance, retirement plans, and leave policies.
- Conduct periodic benchmarking to ensure competitive compensation practices.
- Ensure compliance with employment law, workplace safety regulations, and ethical standards.

Education and Experience

- Proven experience as an HR Manager or in a similar role.
- Certification in HR (e.g. CIPD).
- Charity experience preferred but not essential.

Key Skills

- Strong knowledge of employment law and HR best practices.
- Excellent interpersonal and communication skills.
- Proficient in HRIS systems and Microsoft Office suite.
- Ability to oversee sensitive information with confidentiality.
- Demonstrated problem-solving and decision-making skills.

Personal Attributes

- High emotional intelligence and empathy.
- Pro-active and results-driven approach.
- Strong organisational and multitasking abilities.