



ID: 1214 HR Business Partner

Salary: Starting at £36,477 FTE per annum, rising to £40,699* FTE per annum Grade 4 (point 29-33)

Location: Ideally based in Buckinghamshire, Bedfordshire, Cambridgeshire, Essex, Hertfordshire or Greater London (north) with the ability to travel within this region when required.

Hours: Full-time (37 hours per week)

We are flexible on hours of work and open to discussing part-time hours and other flexible working options - it is expected that for the period 3-9 months after the role begins, travel to an office base in the above listed regions will be required 2-3 times per week. Before and after this period of time, we are open to this role being home-based or hybrid working. This will be discussed in more detail with the successful applicant.

Contract: Permanent

Family Action & the Role's Impact:

Family Action is a registered charity, building stronger families since 1869. Today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

This is an exciting time to be joining us and a fantastic opportunity to partner with services in this region and support the growth of Family Action. You will have significant experience in HR and excel at building rapport and establishing strong relationships at all levels of an organisation. You will have experience managing and advising on change management, including TUPE transfers. You might have worked in a generalist HR role or a more specialist employee relations or change role and be looking for the next step up.

All we're interested in is what you can bring to the role - your skills, knowledge, experience and aptitude to take on this key role, as well as your values. You don't need to have worked in the not-for-profit sector before or previously held a management role.

Main Responsibilities:

- You will partner with managers from across the organisation, building strong relationships and ensuring that they are confident and capable in people management.
- You will be the key HR contact for these managers and will foster an excellence team reputation, supporting them to forward plan and think strategically about their people.
- You will advise and coach managers on complex people management issues, including disciplinary and grievances.
- You will take the lead on complex change management processes such as TUPE transfers and restructuring, working flexibly and inter-departmentally alongside our Services and Implementation teams.



- You will support the Head of HR and wider HR and People team to deliver on a range of exciting projects and developments over the next year, as specified in our HR strategy, and reviewing our policies and people practices to ensure they are fit for purpose and in line with current best practice.
- You will be an excellent communicator with experience of providing high-level advice and support in a solution focused way.
- You will be committed to equality, diversity and inclusion.
- You will be aligned with and support Family Action's mission and values.

To learn more about the role, please check out the Job Description and Person Specification.

Benefits:

- an annual paid leave entitlement of 30 working days plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

We want to break down barriers to people joining us. We are genuinely committed to supporting everyone and being an inclusive organisation for colleagues, volunteers and service users alike. At Family Action our values are incredibly important to us and really do underpin all we do. We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**.

To Apply:

- **Complete:** the [Application Form](#) & send to: completed.application16@family-action.org.uk
- **Closing Date** : Friday 14th June 2024 at 09:00
- **To learn more about Family Action:** [Recruitment Pack](#)
- **To learn more about our terms & conditions:** [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to diversity and promoting equal opportunities:** complete our anonymous [Equality & Diversity Monitoring Information survey](#)

We would love to hear from potential candidates. If you have any questions about the role or Family Action, please contact **Katie Milne, Head of HR** via katie.milne@family-action.org.uk for an informal chat.

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. Intersectionality is important to us and we particularly welcome applications from ethnically diverse communities, LGBTQIA+ candidates and disabled



candidates because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an in person interview.

*Ordinarily Family Action appoints new starters at the starting point of the salary scale (with subsequent annual pay progression), unless you have experience that would justify appointment further up the salary scale or there are any other exceptional reasons.

Please ensure you have the right to work in the UK before expressing your interest in this role. We are sorry that we cannot consider applications from candidates who do not have the right to work in the UK.

No recruitment agencies please – as a charity we work hard to keep our costs down and we do not require external support with recruitment.