

HR & Administration Services Manager

Full time, 40 hours per week

(Monday – Friday 8:30-5:00) or can be considered for 4 days per week

Salary: £38,231 - £40,400 dependant on experience.

Location – Market Overton, Oakham, On site role (with occasional working from home)

We are delighted to be recruiting for a HR & Administration Services Manager. The Lodge Trust provides a safe and stimulating living environment, supporting our residents in their home, work, recreational and spiritual lives. The Lodge Trust is a specialist provider for adults with learning difficulties. This is a highly desirable role if you are looking for your next HR management role and are looking to step into a senior management role.

You will need to be qualified at CIPD L3 with experience of office management.

About the role:

As a senior manager you will be working shoulder to shoulder with the CEO and other senior leadership team members. You will be eager to develop, make your mark, have a love for creating efficient systems and have lots of energy and personality to provide HR and Administration support. You will lead the core functions of people, finance and administration to ensure we provide a service that supports our residents.

Duties include:

- Managing the smooth running of all HR process including recruitment, onboarding, performance management and staff wellbeing.
- Leading and supervising the administration team to provide a range of agreed services across the organisation.
- Overseeing the finance team in the processing of all financial income and expenditure.
- Liaising with the external professionals, HR consultancy and Accountancy to achieve effective outcomes.
- Work with the CEO and senior management team in the development of the organisation.

Qualities:

- Well organised and efficient
- Effective leadership and management skills
- Ability to set the pace, practically master the different processes as well as lead the team
- Adherence to our Values and Christian Ethos*

*This role has a genuine occupational requirement to have an active Christian faith. The candidate will play an important part in the strategic direction of the organisation within the Senior Management team, where our Christian values are at the heart of everything we do. This would include reading from the Bible, discussing biblical principles in day to day leadership and management decisions and praying together. The candidate may also be required on occasions, to deputise for the CEO in leading the monthly Lodge Service and speaking to local churches and other Christian groups who support the Lodge Trust.

Apply by email with a CV and covering letter explaining how you fulfil the Job Description and Person Specification.

Application closing date – 12:00pm on Tuesday 13th February

Email: helen.meadows@stamfordhrsolutions.co.uk

Job Description	HR and Administration Services Manager
Responsible to	CEO
Staff Reporting directly to this post	Administrators & Senior Administrators
Service Aims	<p>The Lodge Trust provides services for adults with learning disabilities who have chosen to be supported in a community that has a Christian Ethos. We aim to:</p> <ul style="list-style-type: none"> • Creatively work together to deliver outstanding care; • Provide opportunities and experiences to enable each person to live fulfilling lives and achieve their potential; • Create a wider sense of belonging by strengthening relationships with local communities and partner networks; and • Reflect the glory of God in all that we do.
Role	<p>You will be a key part of the senior management team at the Lodge, supporting our residents to have the best experience. A key part of the role is leading the administration team who deal with the HR, finance and admin elements of the Lodge.</p> <p>You will have a wide office management role get involved front-line, generalist HR role as needed and working on casework and improvement projects with our external HR consultants.</p> <p>You will also oversee finance and payroll processing with our accountants.</p> <p>This is an exciting developmental role to get fully involved in a charity that really makes a difference.</p>

<p>Responsibilities and Duties</p>	<p>Leadership:</p> <ul style="list-style-type: none"> • Lead and supervise the administration team to provide a range of agreed services across the organisation encompassing Administration, HR, Finance and Marketing. • Training staff as appropriate • Encouraging a 'see it/sort it' culture - nurturing good practice, challenging poor performance and leading by example. • Ensuring a safe working environment <p>HR</p> <ul style="list-style-type: none"> • Manage effective and compliant HR processes in all aspects of the people journey from recruitment to leavers for all employees and volunteers. • Manage the DBS system to ensure we comply with the requirements of safer recruitment. • Be the Home Office Sponsorship licence holder ensuring compliance with right to work in the UK legislation. • Manage an absence management system including meetings and outcomes. • Manage all HR processes, casework and meetings that arise. • Manage TFG intern recruitment, induction and administration • Ensuring staff flats are prepared, maintained and administrated correctly. • Overseeing the completion of the staff rotas. • Ensure all HR paperwork is correctly scanned and filed. <p>Administration:</p> <ul style="list-style-type: none"> • Ensure Reception is covered during working hours • Implement and monitor processes and procedures that enable the smooth running of all teams within the organisation • Coordinate the development of new policies as required • Liaise with other senior managers to ensure processes and procedures are effectively followed • Report on the required KPI's for Management Committee and Trustees • Overseeing report preparation for Quality and H&S meetings <p>Finance:</p> <ul style="list-style-type: none"> • Manage the finance team to process financial income and expenditure for the Care Home, Country Park and Residents • Ensure the payroll is processed in accordance with policy • Making bank deposits and handling cash as required. • Resolve all unreconciled transactions for the accountant on a monthly basis. • Ensuring all income and expenditure is processed on a monthly basis to enable management accounts to be created. • Ensure all regular bills and readings required by the local authorities, utilities and licences and permits are tracked, supplied and paid as necessary. <p>Marketing:</p> <ul style="list-style-type: none"> • Ensure the website and external communications are accurate and represent the work positively. • Organise and oversee May and November Sale days, Carol Service and Families Day.
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	<ul style="list-style-type: none"> Oversee PR, marketing and communications with our charitable financial supporters and families. Organising and managing TLT representation at external events agreed by the CEO. <p>Service users:</p> <ul style="list-style-type: none"> To ensure our residents and day service users are correctly supported when they visit reception and access the services provided by the Administration team <p>Health & Safety:</p> <ul style="list-style-type: none"> To ensure a safe working environment at all times To report necessary H&S Issues to your line manager or H&S Manager
Entitlements	<ul style="list-style-type: none"> Terms and Conditions & Salary – see Contract of Employment

Person Specification	HR and Administration Services Manager	
	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Five GCSEs (including English and Mathematics) or equivalent CIPD Level 3 or equivalent 	<ul style="list-style-type: none"> Degree, or equivalent A Levels Financial Qualification e.g. AAT Qualifications in Care
Experience	<ul style="list-style-type: none"> Worked HR for at least 2 years Must be able to demonstrate experience and ability in managing an effective team Must be able to demonstrate previous experience of leading in a policy and process driven environment Must be able to demonstrate experience in leading HR meetings and processes Demonstrate experience and ability in administering financial processes and functions. Experience in dealing with suppliers of goods and services to achieve best value and well delivered services. Experience in solving a wide range of problems in a 	<ul style="list-style-type: none"> Events management experience Familiarity with accounting software in general and Quick Books in particular Familiarity with HR software systems Experience caring for people with Learning Disabilities in a person-centred way

	systematic and accurate way, prioritising effectively.	
Skills/Abilities	<ul style="list-style-type: none"> Well organised, efficient and accurate. Able to treat people fairly and compassionately, balancing the needs of the person and the organisation fairly when applying HR policy and procedures. Have a good grasp of financial processes such as income, expenditure, cost centres, reconciliation Able to organise and motivate a team to reach a high level of performance. Able to use IT effectively and accurately. Proficiency with the MS Office applications, especially Outlook, Word, Excel Able to solve a wide range of problems, take initiative and communicate solutions effectively. Good written and spoken communication Good interpersonal/ customer service skills 	<ul style="list-style-type: none"> Able to support service users in a person-centred way Able to advocate for people with learning disabilities
Personal Qualities	<ul style="list-style-type: none"> Willing to support the Christian Ethos and Values of the Lodge Trust.* See below on how we define a Christian ethos. Personal convictions and character which aligns with our values of Teamwork, Integrity and Excellence A high degree of self-awareness and self-management and motivation Interpersonal skills required to get the best out of both internal and external stakeholders 	

	<ul style="list-style-type: none"> • An attitude of continuous learning, an ability to maintain confidentiality and a flexible approach to change • Able to use own initiative, have a high degree of ownership for the role and its responsibilities and do what's needed to get the job done excellently 	
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** We define a practising Christian as a person who has a personal relationship with God, and who expresses this by being an active member of a local church community from a recognised Christian denomination. This will involve regularly attending Sunday worship and being active in the wider life of the church family. Their faith should be an integral part of their daily life and should include a broad understanding of the Bible and how it relates to life.*