

Job Application Pack HR Manager



Photo: Abiola Remi-Lawal

Welcome

Thank you for your interest in our vacancy for a Human Resources Manager.

In the following pages you will find:

- An explanation of the application process.
- An overview of what we do here at Freelands Foundation, and why we do it.
- A job description that sets out what this role is responsible for and who it reports into.
- A person specification that sets out what we think the requirements are for someone to do this role, in terms of experience, knowledge, skills, qualifications and attributes.
- A summary of terms that sets out the salary, hours, working pattern, working location and the benefits we offer.

The application process

You will need to read through this job application pack, and we also encourage you to take a look at our website. If you would like to apply for this role then please follow the link on our careers page, and provide the following via the online application form:

1. An up-to-date CV.
2. Responses to the application questions outlined at the end of this pack.
3. Contact details of two referees.

AI tools, such as ChatGPT, can be useful for exploring thoughts but we ask that the words you share with us are your own. Responses that feel overly generic or artificially generated may not reflect the individuality we value and could affect how your application is perceived or result in it being rejected.

Accessibility

If using the online portal is not accessible to you, please let us know by emailing recruitment@freelandsfoundation.co.uk and we will do our best to accommodate your needs so that your application can still be considered.

Deadline

The deadline for applications is **12pm (noon) on 27 July 2026**. Anything we receive after that deadline will not be considered.

Next steps

We will consider all completed applications received by the deadline. Please read the full person specification; this is the framework we use for assessing candidates throughout the recruitment process. If you are not sure if you meet all the essential requirements, please don't automatically rule yourself out – let us do the scoring.

We will create a shortlist for first interviews and send a response out to all applicants that either invites you to an interview or lets you know that your application has been unsuccessful. Due to the high volume of applications we receive, we do not provide feedback on unsuccessful applications at this stage.



If you are invited to interview, your interview invitation will let you know where to go, when, and what to expect. We will also ask what adjustments we can make to ensure your interview is fully accessible to you.

We may provide some questions in advance, and we may also ask interviewees to prepare or take part in a practical exercise as part of their interview. If so, we will include full details of that in advance as well, and everyone invited to interview will get the same information. We may also ask to take up some references in advance, with your permission. This would not include your current employer, unless you permitted us.

There will be at least two rounds of interviews. The first round will be a 20–30-minute video or voice call with the Director of Finance and Operations, and the second will be an in-person interview with a panel, likely to last up to an hour. We will let all our interviewees know our decision as quickly as we can, and offer feedback based on their application and interview, if they would like it.

Interview dates

We are aiming to hold first-round interviews on **5 August 2026** and the second round on **11 August 2026**. If this changes, we will let everyone affected know as quickly as we can.

More information

This appointment is subject to a Basic DBS check.

Freelands Foundation is committed to anti-racism and to addressing inequality in the art sector. We warmly welcome applications from Black, Asian and ethnically diverse candidates, as individuals from these backgrounds are currently underrepresented at all levels of our organisation.

We have tried to make this application as comprehensive as possible. If you cannot find the information you need before deciding whether to apply, please email recruitment@freelandsfoundation.org.uk.

We really appreciate you reading this far and thank you for your time and interest.

With best wishes,

Freelands Foundation



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About Freelands Foundation

Freelands Foundation champions art education. Freelands Foundation believes in the intrinsic value of art and that making is fundamental. Its vision is to increase the status of art education, enable equality of access and promote material literacy.

The Foundation supports this important work in formal education settings, in galleries and art organisations, and by learning through artistic practice. Its charitable programme provides vital funding through grants, awards, fellowships and residencies. It also commissions innovative action research to inform the Foundation's future support and to help make progress across the sector. At the Foundation's home in London, as well as online, there is a programme of lively discussions, workshops and events for teachers, artists, gallery and art professionals, alongside a growing library of inspiring art education resources.

Our operating model is based around three main pillars – Programmes, Audiences and Finance & Operations. We work collaboratively to ensure that our programmes and operations serve our audiences in delivering our mission.

Freelands Foundation was set up in 2015 by Elisabeth Murdoch. It is a registered charity (number 1162648).



Photo: Matthew Blunderfield



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About the role

Freelands Foundation is looking for a HR Manager to deliver and oversee Freelands Foundation's people strategy to enable the Foundation to achieve its ambitious strategic objectives. This role will play a pivotal part in supporting the scaling of the Foundation over the next few years, including a major capital project for our Errol Street building, a significant expansion of key programmes and reaching new audiences for our work.

As the HR Manager, the role will deliver and oversee people management practices and policies covering the whole employee journey, ensuring that HR practices align with Freelands Foundation's values and enable the organisation to scale with our ambitions. This opportunity is perfect for an HR generalist who is keen to directly deliver and support best practice HR at process, policy and strategic levels.

We are looking for someone who has substantial experience of supporting employees and senior managers in effective people management processes within a small- to medium-sized organisation, excellent interpersonal communication and influencing skills, and strong support for our mission to champion art education.

Please see the full job description and role requirements overleaf for more details.



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Job description

Role purpose

Reporting to the Director of Finance and Operations, the HR manager will deliver and oversee people management practices and policies covering the whole employee journey, ensuring that HR practices meet Freelands Foundation's strategic objectives and align with our values.

Role Responsibilities

HR processes

- Ensuring that Freelands Foundation's HR processes are fit for purpose and comply with employment regulations.
- Overseeing recruitment, selection and onboarding processes, ensuring that any colleagues with assigned responsibilities within each process are briefed and supported in their steps and creating or updating process designs as needed.
- Overseeing accurate and timely employee record-keeping, including ensuring that line managers and employees understand their part in this process and that such records are accurate and accessible to relevant stakeholders whenever necessary.
- Overseeing performance management processes, including training plans and annual appraisals and performance improvement plans, ensuring that line managers have the information they need to deliver their part in the process, and that agreed timetables are monitored.
- Overseeing consideration and responses to requests for reasonable adjustments, flexible working and any changes to terms of employment, outlining options and managing the necessary documentation.
- Liaising with finance colleagues to support payroll processing, annual benefits reporting and record-keeping as needed.
- Supporting the Director of Finance and Operations on any disciplinary or grievance processes as needed.
- Evaluating and recommending improvements to all HR processes on an ongoing basis, and ensuring colleagues are fully trained and confident in their responsibilities.
- Reviewing and updating the Foundation's tools and systems to ensure the effective running of its processes.

HR policies and procedures

- Ensuring that Freelands Foundation's employee handbook and suite of HR policies are fit of purpose and compliant with UK regulations.
- Anticipating future changes needed to policies based on employment law changes and/or best practice and drafting recommended updates for consideration and approval as needed.
- Communicating and updating all staff on how and when to refer to and apply relevant HR policies as needed.
- Training colleagues in following HR policies as needed.

HR strategy

- Support the Director of Finance and Operations in applying and future-proofing the Freelands Foundation HR strategy as needed.



- Maintain up to date knowledge of best practice in HR strategy in comparable organisations, and make recommendations where the Foundation's people management practices could better support its overall strategy.
- Support the strategy for increasing diversity across our organisation, and develop approaches to ensure everyone feels included at work.
- Develop the Foundation employer brand and benefits, in consultation with the wider team, to clearly position the Foundation as an employer of choice.

Freelands Foundation contribution

- Undertake such tasks that are needed to deliver this role's responsibilities.
- Work in cooperation with colleagues across the organisation, providing support and cover as needed within available time and resource.
- Undertake organisational training as required.
- Work within the organisation's agreed policies and processes, confirming such with a senior manager where clarity is needed.
- Uphold the organisation's values and mission in all internal and external interactions undertaken on behalf of Freelands Foundation.

The above job description is intended to be an outline of the duties and responsibilities of this role. This is not exhaustive, and it is likely to change over time.



Person specification

Essential

Experience

- Substantial experience of supporting employees and senior managers in effective people management processes within a small- to medium-sized organisation.
- Substantial experience in developing well-researched and evidence-based recommendations around HR policy and practice.
- Experience of delivering effective recruitment, selection, onboarding and performance management processes.
- Some experience in proposing and embedding a training plan across a small- to medium-sized organisation.
- Substantial experience of working within a generalist HR function.
- Some experience in using online tools for recruitment and HR record-keeping.

Knowledge

- Detailed up-to-date knowledge of UK employment law legislation, including upcoming likely and actual changes.
- Practical knowledge of the policies, procedures and processes needed for an effective HR function within a small- to medium-sized employer.
- Practical understanding of how to articulate and oversee the various roles that HR, senior management teams, line managers and employees play in enacting compliant HR processes across an organisation.
- Up-to-date knowledge of Diversity, Equity and Inclusion approaches and developments that support a values-led workplace.
- Up-to-date knowledge of DBS and related safeguarding processes.

Skills

- Excellent interpersonal communication and influencing skills with colleagues at all levels.
- Accurate and compelling written skills ranging from contracts and policies, through to recruitment advertising and colleague updates.
- Ability to apply a consistently calm and objective approach to tackling HR issues in a busy workplace.
- Excellent interviewing skills in recruitment and HR investigation settings.
- Excellent presentation and training skills.
- Efficient time management and prioritisation skills that balance user needs and organisational compliance.

Qualifications

- Formal generalist HR training, minimum CIPD Level 3 qualification (e.g. Foundation Certificate in People Practice) or equivalent.

Attributes

- A proactive and collegiate approach to problem-solving.
- A positive response to deadline-driven project working.
- Strong support for our mission to champion art education.
- A strong belief in the intrinsic value of art.



Desirable

Experience

- Knowledge of recent and predicted developments in performance management processes and practice.
- Experience in using online tools for project management (e.g. Asana or similar).
- Successful delivery of change management strategies and organisational restructuring.
- Some experience of supporting and delivering effective HR practices within a charity, ideally with an arts and/or education-led mission.
- Some experience in designing and delivering internal leadership or people management development programmes.

Knowledge

- Basic understanding of art making within the context of art education.
- Broad knowledge of UK charity compliance requirements.

Skills

- Coaching skills.

Qualifications

- Formal HR training, ideally holding or working towards a CIPD Level 5 qualification (e.g. Associate Diploma in People Management) or equivalent.



Summary of terms

Starting Salary: £43,891 per annum FTE.

Hours of work: This role is envisaged as full-time (40 hours per week), however we are open to considering this as a 0.6 FTE or 0.8 FTE part-time role.

Working pattern: Typical working hours will be Monday to Friday, 10am to 6pm. While we do not expect evening and weekend work will be necessary in this role, TOIL is available for hours required in addition to the normal working pattern.

Location: Freelands Foundation offices in Central London. Following a successful probation, the role holder can work from home/remotely for one day a week subject to the approval of their line manager and building-based demands.

Contract: Permanent.

Benefits include:

25 days annual leave, plus UK public holidays and discretionary office closure (currently one week in the summer, and between 25 December – 1 January inclusive, subject to project demands).

Employer pension contributions of 6%.

Critical illness insurance, group income protection and life assurance schemes, including an Employee Assistance Programme and mental health support service.

Annual training budget available for approved work-related training.

Cycle to work scheme, with on-site lockable bike rack and shower available.

Well stocked staff kitchen with dedicated eating area.

Access to our art education library.

Visa sponsorship status: We would consider sponsorship for the successful candidate, based on the skilled worker visa (SOC code 1136).

DBS check: The appointment is subject to a Basic DBS check. Only candidates who pass the check will be offered employment.



Application questions

Below are the questions you'll find in our online application form that we'd like you to answer as part of your application. For question 1 we suggest a response of 400-500 words, and for the remaining questions, we suggest a response of 200-300 words.

1. Please tell us about your main achievements so far in supporting employees and senior managers in effective people management processes within a small- to medium-sized organisation. In particular, if applicable, referencing the oversight of permanent, fixed-term and casual workers.
2. Please share one recent example of researching and developing an evidence-based recommendation around HR policy and practice.
3. What kind of line manager engagement and training framework do you think will best support a small- to medium-sized employer in embedding the recent and upcoming changes within the Employment Rights Act 2025?
4. What is your most effective way of sharing DEI approaches and developments within a values-led workplace?



