



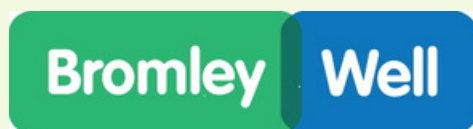
# Join our team

## HR Manager

### About Us

Bromley Mencap is an independent, award-winning charity working with and on behalf of disabled people, their families and carers, based in the London Borough of Bromley.

We were set up as a learning disability organisation in 1951 by a group of parents with children who had learning disabilities. We started to campaign at local level and later began to provide services. In 2010 we joined together with Bromley Scope and changed our objectives to become a pan-disability organisation and opened up our services to all disabled people and impairments.



In 2017, we became a partner of Bromley Third Sector Enterprise (BTSE). BTSE delivers Bromley Well, which provides a variety of joined-up services to

support local people to stay both emotionally and physically well, avoid or delay the use of health and social care services and remain independent.

Bromley Mencap is a user-led organisation, meeting the needs of over 1,500 members. We run a wide range of services for disabled people of all ages, carers and families leading to independent living opportunities and improved life chances. We campaign and provide representation to ensure the views of disabled people are heard and taken on board.

## Our Vision

For disabled people to have improved life chances, independent living opportunities and not be discriminated against.

## Our Mission

Providing services, support and information to disabled people, their families, dependants and carers leading to independent living opportunities / improved life chances and challenging discrimination through campaigning, lobbying and promoting user representation.





## Our Values

**At the heart of Bromley Mencap's work, our core values are:**

- We respect each other, celebrate our diversity and are inclusive of everyone.
- We are innovative and try new things, seeking out opportunities to deliver better outcomes for disabled people and their families and carers
- We are a user-led organisation and actively involve our clients in our work and decision making, both in relation to the services they use and our future strategic direction
- We strive to provide high quality, individualised services, and activities, providing value for money outcomes
- We invest in our staff and volunteers, supporting them to develop their roles and capacity



# Job Advert

**HR Manager**

**Hours: 37.5 Hours per week**

**Salary: £38,000-£40,000 plus 5% pension contribution**

**Location: Bromley Mencap/Hybrid working option**

**Reports to: CEO**

The HR Manager will be responsible for leading the delivery of the Human Resources function of Bromley Mencap ensuring that we recruit, retain and develop a diverse, motivated, and skilled workforce.

This new role will play a key part in strengthening the infrastructure of the charity as we develop further, supporting staff and inputting into strategies that focus on well-being, equality, diversity and inclusion, reward and recognition, and learning and development, to ensure employees across the organisation have the skills, resilience and resources they need to carry out their work.

Directly reporting to the Chief Executive, the HR Manager will support the smooth running of the Human Resources function and the management of effective and confidential administrative systems and processes to deliver day to day HR services.

The HR Manager will manage the employee journey through all stages of the work cycle from recruitment, retention, development, performance and wellness to departure, and act as first point of contact for HR related queries, seeking support or signposting to third party employment law advisors as relevant.

Application packs with full details are available at:

<https://www.bromleymencap.org.uk/work-with-us/jobs-at-bromley-mencap/>

**Closing date – Thursday 11th July 2024**

**Interviews – Tuesday 23rd July/Wednesday 24th July 2024**

**INVESTORS IN PEOPLE**  
We invest in people Standard



# Job Description

## Purpose of the Job

The HR manager is responsible for overseeing all aspects of HR management for Bromley Mencap. This is a critical role ensuring our HR processes follow best practice and legislative guidelines as well as supporting staff well-being and payroll processes.

## Main Duties

- Lead the HR function for the charity ensuring that it complies with relevant employment legislation and supports the charity to meet its strategic and operational objectives.
- Manage all HR functions in line with current legislation and best practice to ensure an efficient and effective service to staff and manager. This will include: recruitment, induction and retention of staff; employee relational issues; staff and volunteer training.
- Liaise with the User Involvement Officer to ensure that a user involvement panel is included in staff recruitment exercises, as required.
- Develop and maintain a comprehensive set of HR policies and ensure that all staff know how to access these.
- Manage the HR system to ensure that information is managed accurately and report on HR data to SMT and the Board as required.
- Oversee the pension scheme to ensure the organisation is compliant with regulations and staff receive that which they are entitled to.
- Support the Finance Manager with the payroll process to ensure the correct and timely payment of salaries to staff.
- Advise managers in relation to dealing with staff issues and provide support as necessary, liaising with third party employment law partners as necessary.
- Lead on the HR elements of external accreditations including Investors in People and the Advice Quality Standard and compliance with external reporting requirements, such as the Bromley Well annual audit.
- Research changes in legislation, guidance and best practice to ensure the organisation provides the best possible experience for staff.
- Oversee all HR administration to ensure all contracts and communications are compliant with legislation and best practice.
- Act as organisational lead for the HR IT system, maximising capability and delivering internal training related to the role.

- Support the SMT to ensure that there is a culture of inclusivity, promote staff well being and regularly review staff benefits and opportunities for learning and development to make Bromley Mencap a great place to work.

### **Health & Safety/GDPR**

- Comply with safe working practices as outlined in Bromley Mencap policies and take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Bromley Mencap policy and report any breaches as soon as reasonably practicable.

The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.

# Person Specification

## Essential

- CIPD qualification (level 3 or equivalent).
- Substantial experience in a HR role (at least 3 years).
- Substantial experience dealing with employee relations issues (disciplinary, grievance, capability etc.).
- Significant experience of managing people.
- Detailed understanding of the principles of employment law, equality act and HR best practice.
- Understand recruitment practices, including the principles of safer recruitment involving DBS, reference and Right to Work checks.
- Highly developed IT skills including use of Microsoft Office packages, databases and HR software.
- Highly developed communication, written and verbal.
- Excellent numeracy skills and ability to calculate routine HR related calculations, such as salary changes and leave entitlement.
- Well organised with experience of working under pressure, prioritising workloads and meeting deadlines.
- Confident in giving advice and guidance to senior colleagues.
- Able to work well in a team and build rapport and collaboration across the charity.
- Commitment to the values, behaviours and principles of the organisation.
- Demonstrable commitment to working in ways which promote equity, diversity and inclusion.
- Commitment to continuous personal development.

## Desirable

- Experience of HR management.
- Experience of recruiting volunteers.
- Experience of working for a charity.

# How to apply

Please complete our application form that can be found on our website here: <https://www.bromleymencap.org.uk/work-with-us/jobs-at-bromley-mencap/>

## Guidance Notes

Please read these guidance notes in full before completing the application form.

### Introduction

The application form is of central importance in the selection process as it is the only document we use, together with any information provided on a separate sheet, to decide whether or not to shortlist applicants for interview. It is essential therefore that you take time to read the questions and complete the form accurately and completely. Please note that this applies to both external and internal candidates.

Read the person specification, job description, advertisement and any supporting information carefully and relate your skills, knowledge, experience, personal qualities and qualifications of the duties of the post as fully as possible.

The person specification outlines the essential requirements applicants must meet in order to be selected for interview and subsequent appointment. It is of the utmost importance that in your application you address the essential and desirable criteria contained in the person specification providing evidence based on paid and/or voluntary work or other activities.

All candidates are required to complete the Bromley Mencap application form in full. Please note that CVs are not accepted.

Please complete all sections of the form clearly in black ink or typescript as the forms will be photocopied.



# Guidance notes continued

Bromley Mencap has been awarded the DWP Disability Confident status, which recognises our commitment to good practice in the recruitment and employment of disabled people. We will interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on abilities. If you have a disability and meet the criteria for this vacancy, please make sure to tick the box in Section 7 on the application form for an interview under the Disability Confident commitment

If you have any problems completing your application form, please contact 020 8466 0790 who will be happy to assist. We can also make arrangements on request to meet any reasonable adjustments you may have with regard to completing the form and/or attending for interview.

## **Anonymised Recruitment**

For this post, Bromley Mencap is using anonymised recruitment, which is a process of hiding candidates' identities for the sake of fairness. The goal of anonymised recruitment is to reduce the potential for unconscious bias in the hiring process and to promote diversity and inclusion.

As a result, any identifying information from candidates' applications, such as name, age, gender, race or education history (other than that related to the person specification) will be removed from the information given to the shortlisting panel. If shortlisted, you will be asked for any further relevant information regarding education history.

## **Employment History**

Please ensure that you include all relevant experience that you have gained. This may include part-time work, voluntary and holiday work. Please start with your current or most recent job first.

## **Additional qualifications/membership of professional bodies**

Please list full details of any vocational qualifications you have attained e.g. National Vocational Qualifications, City and Guilds and any professional qualifications you have gained e.g. DSS, CIM, CIPD along with the dates taken and the results. Overseas degrees, diplomas and other qualifications, which are comparable with UK qualifications, will be accepted as equivalents.

# Guidance notes continued

## Training courses attended

Please list details of any training courses and workshops you have attended that have relevance to the position for which you are applying.

## General experience

Please use this section to tell us how you meet the requirements set out in the person specification. If you believe you have the necessary experience, skills, qualities, knowledge and qualifications, make sure you tell us here. This experience may have been gained through paid or voluntary work, home or community activities etc.

Give specific examples of how you meet the criteria in the person specification. You may use up to two additional sheets of A4 if required and this must be attached to the application form with your name clearly shown at the top.

Please explain why you have applied for the post and provide details of any information that supports this.

## References

Please provide details of two people who can act as referees on your behalf. These should usually be your present or last employer and your penultimate employer. If this is not possible, for example because you have recently left full-time education or have been unemployed for some time, you should provide the details of someone else who can comment on your suitability for the job. You should always state in what capacity they are known to you (e.g. employer for voluntary work, employer for vacation work, person of standing in the local community etc). References will be taken up before an offer of employment has been made.

## Criminal Convictions

Bromley Mencap has a commitment to safeguarding and protecting children, young people and vulnerable adults. All applicants who are offered employment in eligible posts will be subjected to an Enhanced DBS check from the Disclosure & Barring Service before the appointment is confirmed. Applicants applying for roles eligible for a DBS check must provide details of any unspent convictions, cautions, reprimands or warnings received.

# Guidance notes continued

## Declaration

If using a paper application form, you must sign and date this form in order for your application to be considered.

## Equality Monitoring Form

Please ensure that you also complete and return the equality monitoring form, which can be downloaded from the job advertisement on our website. We have followed agreed guidelines in the descriptions used for ethnic origin. However if you do not feel comfortable with any of these, please feel free to create your own description. The information on this form is not available to the selection panel and as soon as the information has been included anonymously on a global monitoring sheet for that vacancy, your individual form will be destroyed.

We look forward to receiving your completed application.

Please contact us should you have any further queries by emailing [enquiries@bromleymencap.org](mailto:enquiries@bromleymencap.org) or telephoning 020 8466 0790.

**Good Luck!**

