

# HR LEAD

Summer 2026



## FROM NATASHA, OUR CHIEF EXECUTIVE

Thank you for your interest in this exciting role with Working Chance, a small but powerful award-winning charity, helping women with convictions to find employment. We help women to turn their lives around and to find new hope and purpose. In doing so, we create economic as well as social value, because employment reduces reoffending (which costs the state £18 billion a year) and keeps people out of prison.

Most women who commit crime have a background of poverty and trauma stretching back to childhood. Add to that the difficulty of getting a job when you have a criminal record, and you can see why a charity like Working Chance is so vital.

The quotes from current and recent team members in this pack show what life at Working Chance is like. We want our employees (numbering around 20) to feel happy to start their working week, and to end the week knowing they've made a difference. If you join us, you'll be working alongside supportive, welcoming colleagues and for a compelling cause that changes people's lives.

Building a deeply inclusive culture is very important to us, and we work hard to help everyone feel like they belong and can bring their full selves to work. We're passionate about equity, diversity and inclusion. We've done a lot of work to embed this across every part of the charity, but we're ambitious to do more, and we need a passionate HR Lead to be a part of this growth. The role is part-time, with the flexibility to set out your working hours in a way that suits you (provided there is consistency each week) and a hybrid working arrangement. It's a generalist role with the opportunity to contribute at a strategic level and work closely with senior colleagues. If you like variety and have the ability to alternate between strategic and operational work, it's a role you'll flourish in. You'll have support on operational issues from a part-time Finance and HR Officer, and we have a highly experienced HR professional on our board of trustees who can act as an occasional sounding board. We also have support focusing on policies and employee relations from an external HR consultancy.

With our five-year strategy currently in development, this is an exciting opportunity for the postholder to shape delivery of our people priorities over the coming years.

In essence, it's a job where you can really make your mark within an organisation and be part of a cause that changes people's lives. I do hope you will consider applying.

**Natasha Finlayson**  
Chief Executive



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*“This is the feeling I’ve been missing my entire working life.”*  
- Working Chance employee

*“I have never had such a great start to a new job, and I think this is representative of the organisation as a whole. Everyone is very passionate and enthusiastic about what we are trying to achieve, and I feel very enthused myself as a result.”*  
- Working Chance employee

*“My confidence has grown and I no longer feel like a failure, in fact, Working Chance has made me realise that I am stronger than I give myself credit for.”*  
- Hannah, Working Chance client”

*“In the year I have worked here I have seen the charity grow and develop in the most incredible way. I couldn't be more proud or passionate about the work we do!”*  
- Working Chance employee

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## HR LEAD JOB DESCRIPTION

<b>Job title:</b>	HR Lead
<b>Location</b>	Our office is based in Elephant and Castle, London; it is preferred that the postholder work one day a week (Monday or Tuesday) from the office.
<b>Hours</b>	14 hours a week (flexible by arrangement with postholder)
<b>Salary</b>	£40,000 - £44,000 (to be pro rata)
<b>Contract</b>	Permanent
<b>Responsible to</b>	Chief Operations Officer

### About the role

You will play a key role in shaping a high-performing, inclusive environment aligned to Working Chance’s mission and values, where difference is embraced and individuals can flourish.

You will ensure that the charity is supported by effective, proportionate, fit for purpose people processes, policies and practices.

## What you will do

### People and culture

- Lead development and implementation of the organisation's strategic people priorities including training and development.
- Support and strengthen Equity, Diversity and Inclusion (EDI) priorities relating to employees, liaising with the EDI Working Group and the Chief Executive, and ensuring an EDI lens on cross-organisational people practices.
- Contribute to shaping an intentional organisational culture that reflects Working Chance's mission and values.

### Advice and support for line managers

- Advise and support line managers to enable them to confidently address people issues promptly, sensitively and effectively where they arise.
- Provide oversight and support to managers with occasional employee relations casework, for example dispute resolutions, disciplinaries, grievances, absence management and restructuring/redundancy.
- Advise when external HR or legal support is required and act as liaison point for this.
- Support line managers with recruitment by providing advice on recruitment and selection strategies where needed, oversee the Finance and HR Officer in placing job adverts and advising on EDI issues relating to recruitment where necessary.

### Policies, compliance and governance

- Ensure all our people-related documentation, policies and processes are up to date, proportionate and compliant with legislation with support from external advisors.
- Maintain oversight of compliance areas including employment law, health and safety and equal opportunities.
- Lead on preparation for the quarterly People Committee (a subcommittee of the Board) including drafting papers, liaising with the committee chair and setting workplans and agendas. Prepare any relevant papers or briefings on people issues for the quarterly Trustee Board.

### People insights

- Have oversight of staff pulse surveys and people-related key performance indicators, ensuring effective design and analysis (supported by the Data and Impact Lead).
- Use insights from pulse surveys to identify themes, risks and opportunities relating to the employee experience.

## Developing and looking after our people

- Manage training needs and budget (working with the COO) across the charity, ensuring that mandatory training is undertaken. Source or deliver additional training as needed.
- Advise on the development of performance approaches and initiatives.
- Promote employee wellbeing policies and initiatives (including our EAP) and help to ensure that our colleagues' wellbeing is supported.

## What you will bring to the team

- Minimum CIPD Level 5 or equivalent (level 7 preferred).
- Deep experience in an HR generalist role working both strategically and operationally, preferably within the charity sector.
- Excellent up to date understanding and knowledge of UK employment legislation and its application.
- Excellent up to date understanding and knowledge of EDI and experience of putting this into practice in an HR context.
- Experienced in supporting and coaching line managers to deal with HR issues.
- Demonstrable experience of managing employee relations cases.
- Demonstrable experience of creating and updating HR policies and processes.
- Comfortable and confident working in a stand-alone role, able to work with a high degree of autonomy as well as collaboratively.
- Ability to thrive while juggling a range of commitments, working on HR projects while addressing operational HR needs (supported by the Finance and HR Officer).
- Excellent written communication skills, solid IT skills, particularly the main MS Office products.
- Excellent attention to detail.
- Pragmatic, problem-solving approach and sound judgement.
- Ability to build trust quickly, maintain confidentiality and act with discretion and diplomacy at all times.
- Open-minded and non-judgmental, particularly in relation to the women we work with, who have a wide range of criminal convictions.

## Benefits

- Pension scheme with Scottish Widows.
- Generous annual leave of 25 days' holiday + three bonus days over Christmas and New Year + plus public holidays and your birthday off.
- Employee benefits site with discounts on shopping, holidays and access to financial support.
- Four annual wellbeing days.
- We prioritise inclusion and belonging and are passionate about promoting equality, valuing diversity and working inclusively.
- All staff have confidential access to an Employee Assistance Programme.

- All staff events and team days.
- A culture of recognition and celebration.
- Payment of your annual CIPD membership (or other relevant membership body).

### **Equity, diversity and inclusion**

Working Chance values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we come into contact within the delivery of our work. Harnessing difference creates a productive environment in which everybody feels valued, their talents are fully utilised, and organisational and personal goals are met.

### **Safer Recruitment**

Working Chance is committed to providing a safe environment for all those who work at and with Working Chance. The safe recruitment of all those who undertake work here is the first step to ensuring that we are fulfilling this commitment.

All positions at Working Chance are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or voluntary work.
- A satisfactory Basic Disclosure Check.
- Proof of your identity and that you are legally entitled to work in the UK.

Working Chance actively encourages and supports the employment of people with lived experience of the criminal justice system. We want to be representative of the people we are here for, so we welcome applicants with lived experience. For more information please take a look at our Recruitment of People with Lived Experience Policy, available on the CharityJob page for this role. If you would like to speak with the team in confidence regarding this please email [jobs@workingchance.org](mailto:jobs@workingchance.org)

### **Our values**

Our values are part of who we are, what we do and how we do it. These are:

#### **Commitment**

We go above and beyond to support each woman we work with to recognise her strengths and potential, and to help her believe she can have a job or career she loves. We offer honest insights and solutions to policy makers because we know the justice system could and should be better. We are committed to helping transform the employment landscape by inspiring employers to be open-minded and inclusive in their attitudes and practice towards people with convictions.

#### **Collaboration**

We treat every client and colleague, and people we encounter outside our organisation, with respect and we value their contributions and experience. We know that working in partnership with others will help us to get the best outcomes for women with convictions, and that we are only one part of the jigsaw puzzle.

### **Growth**

We see every woman with a conviction for how bright her future can be, and not for her past. As an organisation, we are constantly growing our knowledge and expertise, and as individuals we are always learning.

### **Lived experience at our heart**

We want to be representative of the people we are here for, so we prioritise lived experience when we recruit new colleagues, and we ensure it's well represented on our trustee board. Our lived experience advisory panel guides our work. Our service and our influencing work are continuously reviewed to ensure that they reflect the needs and perspectives of women who have experienced the justice system first-hand.

### **Flexibility**

Our London-based staff operate on a hybrid model, working in our office within London South Bank University (one minute from Elephant and Castle tube station) on Mondays and Tuesdays (for full time staff – part-time staff are only required to work one of those days in the office) and at home for the rest of the week. We also have staff outside London who are fully home-based. We would like the HR Lead to work in the London office on either Monday or Tuesday (or both if preferred) but are flexible as to when in the week the remainder of the hours are worked, provided that there is a consistent working pattern each week. We have specified the number of days for this role as 3-4, meaning a minimum of three and a maximum of four, depending on what the appointed candidate is able to offer on a consistent basis each week

**If you have any questions about the role or want to discuss it more before you apply, please contact the hiring manager, Ruth Daniells, our Chief Operating Officer at [ruth@workingchance.org](mailto:ruth@workingchance.org)**

**Please apply through the CharityJob website.**