

## HR MANAGER

**Contract:** Permanent

**Weekly hours:** Part-time (3 days/21 hours), can be worked flexibly

**Location:** London office – hybrid working offered.

**Starting salary:** £30,000 – £35,000 pro rata, plus benefits

**Reports to:** the Chief Executive

**Start date:** To be agreed



**A lovely opportunity to manage the HR function for a small, not-for-profit membership organisation that works to support the rights and interests of authors.**

## About the Society of Authors

The Society of Authors is the UK's largest trade union for all types of writers, illustrators and literary translators. We've been advising authors and speaking out for the profession since 1884. [Find out more](#)

With over 12,400 members and 33 staff, the Society of Authors (SoA) provides unlimited, confidential advice on all aspects of authorship, including clause-by-clause vetting of publishing and other contracts. We campaign on issues ranging from artificial intelligence and author incomes, through to copyright and contractual law. We run and support hundreds of events each year, including professional training and industry discussions to member-led community events online and around the UK. We also manage 15 charities which award grants and prizes, and we manage over 50 literary estates.

## About the role

We're looking for an experienced HR Manager to manage all aspects of the Human Resource function. Working part-time with one day in the office each week, you will help to ensure that the SoA remains a friendly and supportive workplace. As the lead contact and advisor on all HR matters, you will be responsible for managing the SoA's people plan and for leading on diversity, equity and inclusion. Assisted by our part-time HR and Payroll Officer, you will manage all HR administration, including all HR records (using the BrightHR platform), employee wellbeing, reward and recognition, employee benefits, staff surveys, learning and development etc.

## Key responsibilities

The HR Manager's responsibilities will include:

### Employee lifecycle

- Leading on inclusive recruitment and selection, from advert and interview to onboarding and induction.
- Leading on employee relations issues using your initiative and judgment.
- Providing guidance, direction and training to staff.
- Supporting line managers, as required.
- Managing the staff exit process.

### People management

- Developing and implementing the SoA's people plan in alignment with SoA strategy.
- Promoting a positive culture with employee wellbeing initiatives, benefits, staff surveys, organisational development and training.
- Overseeing the performance management and appraisals process.

***January 2024***

- Supporting any benchmarking exercises as necessary.
- Leading on the development and review of all HR policies and processes, ensuring they are up-to-date, fit for purpose, in line with our values, current legislation and best practice.
- Reviewing and developing the Staff Handbook, contracts, policies and procedures. Ensuring familiarisation of HR policies and processes with line managers and staff.

### **Diversity, equity and inclusion**

- Developing and driving the SoA's diversity, equity and inclusion strategy, policy and practice.
- Liaising with the staff-led Inclusivity Network on training, policy and initiatives.
- Liaising with the member-led Authors Living with Disabilities and Chronic Illnesses Network on accessibility and inclusion initiatives.

### **Payroll**

- Working closely with the HR and Payroll Officer to produce monthly payroll updates, covering all changes to staffing which have an impact on the payroll process.

### **Records management and data analysis**

- Maintaining accurate and confidential employee records.
- Monitoring, analysing and reporting on HR data, e.g. absence, diversity and inclusion.
- Ensuring compliance with data protection guidelines, GDPR, confidentiality, employment law and organisation policy.
- Managing work experience requests for the SoA.

## **Key relationships**

The post holder will work with:

- Chief Executive, Chief Financial Officer and the senior management team.
- Operations team and Communications team.
- External HR legal support.
- Other external contractors and suppliers in relation to HR service and training providers.

## **Experience and qualifications**

The post holder will be an experienced HR professional with:

### **Essential:**

- Level 5 professional CIPD qualification or equivalent experience.
- Demonstrable experience managing the full HR function in a similar size organisation or charity.
- General HR experience including: inclusive recruitment and selection, performance management, reward and remuneration, payroll, employee relations, employee engagement, diversity, equity and inclusion, wellbeing, HR policy, learning and development.
- Experience and understanding of conducting right to work checks.
- Knowledge and practical understanding of current employment law.
- Experience of HR policy development.
- Experience in managing employee relations, including disputes.
- Knowledge of data protection principles and its application to the HR function.
- Good working knowledge of Microsoft Office 365, including Excel, Word and Outlook.

Familiarity with the BrightHR platform and experience of Sage 50 Cloud payroll would be useful but not essential.

## Skills, knowledge and personal competencies

To be successful in this role, the post holder will require:

- Tact and diplomacy.
- Ability to deal with sensitive and confidential matters.
- Good interpersonal skills, being friendly and approachable.
- Ability to communicate clearly in writing and verbally.
- Ability to plan and prioritise own workload.
- Ability to work on own initiative to complete projects.
- Problem-solving skills.
- Strong administrative and organisational skills with a keen attention to detail.
- Enthusiasm to embrace SoA values of being knowledgeable, supportive, energetic, inclusive, participative, creative and effective.

## What we offer

As a progressive and ethical not-for-profit organisation, we offer a range of benefits to support your physical, mental and financial wellbeing. We're a [London Living Wage](#) and a Disability Confident - Committed. Benefits include:

- Competitive salary
- Cycle-to-work scheme
- Death-in-service benefit
- Employee assistance programme
- Flexible, hybrid working practices
- Family-friendly, disability-confident inclusive culture
- Generous annual leave, including all bank holidays
- Group pension plan
- Interest-free annual travel card loan
- Office closure over Christmas\*
- Private healthcare

*\*The SoA gifts one additional day of leave over the Christmas break, with the remainder of leave taken from employees' leave allowance if they choose not to work over the Christmas break.*

As an employer, we nurture a working environment in which staff can grow and develop. We recognise the value of flexibility in the way we work with a positive culture of hybrid working practices. We welcome questions and conversations at interview stage about how flexible working could work for you.

Diversity, equity and inclusion are at the core of our values, and we work to tackle structural discrimination and prejudice. Part of this commitment means that we are looking to increase diversity in our organisation at all levels. We strongly encourage applications from a broad range of social, cultural, educational and underrepresented backgrounds.

## Apply

To arrange an informal conversation about this role, please contact Elizabeth Frattaroli at [EFrattaroli@societyofauthors.org](mailto:EFrattaroli@societyofauthors.org) in the first instance.

To apply, please send your CV, and a personal statement which demonstrates how your skills and experience will meet our requirements (max. 2 x A4 pages) to [EFrattaroli@societyofauthors.org](mailto:EFrattaroli@societyofauthors.org)

If any part of the application process is not accessible to you, please [let us know](#).

**Closing date for applications: Sunday 25 February 2024**

First interviews will be carried out remotely in March. Final interviews will be in person at our offices at Bedford Row. We aim to appoint in March 2024 with a view to start as soon as possible thereafter.

## Privacy Policy

By sending your CV in response to this advert, you are giving us consent to contact you to discuss your application as per our Privacy Policy. We endeavour to respond to all applications but if you do not hear from us within seven working days, please assume your application has been unsuccessful and your records will be deleted from our system. Read our [Privacy Policy](#).