

HR Manager – Trust for London

Salary: £60,970 per annum (pro rated £24,388 for 14 hours to £36,582 for 21 hours)

Contract: Permanent

Hours: Part-time (14-21 hours per week – **we are flexible which days or hours this would be**)

Location: London (hybrid working – minimum 40% of working time in our central London office including Wednesdays)

Reporting to: Director of Finance and Resources

Closing date: 2 October 2026

Interviews: W/c 19 October 2026

Thank you for your interest in joining Trust for London.

We're recruiting for an HR Operations Manager to help us support our team well as we work towards a fairer London.

This is an important role in our small Resources team. You'll work closely with colleagues across the organisation, helping us build strong relationships, supporting managers and staff, and helping create the conditions for people to do their best work.

You'll be joining a genuinely supportive team. We share ideas, learn from each other and enjoy working collaboratively, and we're committed to helping everyone in the team develop and grow.

As a small organisation, the way we work together really matters, and we're looking for someone who will enjoy being part of that.

If this sounds like the kind of role and team where you'd feel at home, we'd really like to hear from you.

Heather Taylor

Director of Finance and Resources

About Trust for London

Trust for London is one of London's largest independent charitable foundations.

Since 1891 we've funded work tackling poverty and inequality across the capital. Today we support around 300 organisations working to build a fairer London.

The work we fund is incredibly varied, but with a core focus on long-term change. Some of the priority areas under our organisational wide 2030 strategy are housing, employment, migration, racial and disability justice.

We believe lasting change happens when lived experience sits alongside professional expertise. That's why we actively fund organisations led by people with direct experience of poverty and inequality.

Alongside our funding, we produce and support some of London's most respected evidence on poverty and inequality, including **London's Poverty Profile** and **the Minimum Income Standard for London**. Our aim is to help all Londoners understand how the impacts of poverty are playing out across our capital and where change is needed most.

Everything we do is driven by one purpose: creating a fairer London.

Job purpose

The HR Manager is responsible for managing all day-to-day HR operations, compliance and the employee life cycle. You will work closely with the Director of Finance and Resources providing practical HR advice and support. You will help us by:

- Delivering a high-quality professional HR service to staff and managers
- Reviewing and improving our HR systems, policies and procedures
- working closely with the Director of Finance and Resources to identify priorities and to support the implementation of these

What you will be doing

Strategy and Development

- Act as the internal HR adviser to the senior management team and trustees, working in a business partnering model to advise and support decision making.
- Lead on HR projects and initiatives, ensuring they support the organisations strategy and are in line with our values.
- Work with the Director of Finance and Resources on equality, diversity, and inclusion.

HR Operations

- Develop, implement, and maintain employment policies and procedures that are compliant and reflect best practice.
- Support recruitment by advising line managers on job descriptions, advertising, shortlisting and assessment. Help make sure recruitment runs smoothly and, where needed, take part in interviews and selection activities.

- Advise on and monitor good practice in the day to day management of the entire employee life cycle ensuring our procedures, systems and records are compliant and accurate.
- Undertake job evaluation, grading and pay reviews and advise on total compensation package.
- Oversee our HR systems, currently People HR and Culture Amp, and work with the Accounts Assistant, who supports with HR and payroll administration.
- Provide people data analytics, ensuring capture and analysis of people information to support business insights and decision making.

Performance management and learning and development

- Oversight, development and monitoring of performance management processes to support a high performance culture.
- Work collaboratively with the team to develop learning and development initiatives and coaching support for staff and line managers to support organisation priorities and address the teams needs.

Employee relations and engagement

- Manage and deliver staff input and feedback processes, including the annual staff survey and pulse surveys.
- Provide advice and guidance in relation to any internal employee relations disputes or procedural processes, and if required undertake or commission investigations.
- Support staff with access to work and accessibility needs.
- Support Trust for London's subsidiary charity with ad hoc HR advice requests.
- Take an active role in the team of Mental Health First Aiders supporting on wellbeing initiatives.

About you

We're looking for someone who brings sound HR judgement, a practical approach and the confidence to work closely with people across the organisation. You don't need to have worked in a grant-making organisation before, but you should be interested in our work and comfortable supporting a small team where relationships, trust and good communication really matter. You'll bring:

Experience

- Broad HR generalist experience, including employee relations and engagement, performance management, recruitment and selection, and good knowledge of HR best practice.
- A good understanding of equality, diversity and inclusion, and how to put that understanding into practice.
- Strong knowledge of employment legislation and statutory codes of practice.
- Member of the CIPD and able to evidence continuous professional development.

- CIPD Level 7, or working towards it, or CIPD Level 5 with substantial experience relevant to the role.
- Understanding of and commitment to the business partnering model of HR.
- Experience of drafting employment policies, and staff and manager information and engagement materials.
- Experienced user of HR management information systems.
- Good knowledge and experience of effective change management and ideally knowledge of organisational development and cultural change.

Skills and abilities

- Strong interpersonal skills, with the ability to build trusted, collaborative relationships with colleagues at all levels.
- Excellent written skills, including the ability to draft accessible employment policies, guidance and communications.
- Analytical and strategic thinking skills, including ability to find creative solutions to complex problems.
- Confident using HR data to support effective decision making.
- Good planning and organising skills, and ability to manage a complex and varied workload with potentially conflicting demands and priorities.
- Strong people management and leadership skills, and ability to support line managers and develop their people management skills.
- Able to work independently as the Trust's primary HR professional, while knowing when to seek support or take advice.

Personal attributes

- Emotional intelligence, self-awareness and commitment to your own learning and development.
- An interest in Trust for London's work on social policy, poverty, inequality and grant-making.
- A clear commitment to equality, diversity and inclusion, and to putting that commitment into practice in your work.

Working at Trust for London

Our values

Our values are at the heart of everything we do. We take a **thoughtful, evidence-led** approach and have the **courage** to tackle difficult issues. We build **trusted relationships** by listening well and valuing different perspectives. We use our influence responsibly, recognising the importance of **sharing power** and acting with care. We **embrace learning**, remain open to feedback and new ideas, and strive to be **straightforward, transparent and accountable** in everything we do.

Our Benefits

Alongside the opportunity to help create a fairer London, we offer a supportive, flexible and collaborative working environment where people are trusted to do their best work and encouraged to develop their careers.

Flexible working

- Hybrid working with a flexible policy, typically combining office and home working (minimum 40:60 office/home split).
- Modern, well-equipped office in central London with collaborative spaces, meeting rooms and quiet areas for focused work.
- Complimentary tea, coffee, fruit and biscuits in our shared kitchen.

Annual leave

- 26 days' annual leave, plus bank holidays (pro rata for part time employees).
- Additional paid leave between Christmas and New Year.

Health and wellbeing

- Generous occupational sick pay.
- Employee Assistance Programme, including access to free confidential counselling.
- Life assurance scheme providing a payment of four times your annual salary.

Family support

- Enhanced maternity, paternity and adoption pay.
- Paid dependants' leave.
- Paid compassionate leave.

Pension

- A generous pension scheme with a 10% employer contribution.

Learning and development

- A generous learning and development budget.
- Access to conferences, networking opportunities and professional training.
- Individual coaching to support your personal and professional development.

Travel and lifestyle

- Interest-free season ticket loan.
- Cycle to Work scheme.

Our culture

- Annual team away day and regular social events.
- A collaborative, supportive team where you'll be trusted with responsibility, encouraged to learn and have opportunities to grow your career.

Diversity, equity and inclusion

We're committed to being an inclusive organisation where everyone feels welcome, valued and able to take part. We want our staff to better reflect the communities we serve. We therefore particularly welcome applications from people who are currently underrepresented, including (but not limited to):

- Disabled people
- People from Black, Asian and Minority Ethnic communities
- LGBTQIA+ people

We welcome applications from all backgrounds and identities, including people of different sexes, genders, sexual orientations, ethnicities, faiths or beliefs and socio-economic backgrounds.

How to apply

If you think we're the right fit for you, we'd love to hear from you.

To apply, please send the following to vacancies@trustforlondon.org.uk. Please use 'HR Manager' as the subject line of your email.

- your CV
- a supporting statement (max two pages) - your supporting statement should include why you would like to join Trust for London and how you meet the skills and abilities required in the role.
- names and contact details of two referees (referees will only be approached at the final stage of the process, and only with your express permission)

Please also complete an [Equal Opportunities form](#).

If you need any reasonable adjustments made to support you to apply, please let us know.

Commented [HT1]: Heather to check against the latest Diversity survey