



# ruskinmill

*re-imagining potential*

Established in 1984, Ruskin Mill Trust is an educational charity that operates in England, Scotland and Wales. We offer exciting outdoor learning environments, utilising practical land and craft activities to support the development of work and life skills in young people with autistic spectrum conditions and other learning differences. Our research-led method, *Practical Skills Therapeutic Education*, is inspired by the work of Rudolf Steiner, John Ruskin and William Morris. Working with hand, head, heart and place, Ruskin Mill Trust helps individuals to re-imagine their potential.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a Disclosure and Barring Service Enhanced Level Disclosure as well as a medical check, references, evidence of qualifications, plus verification of the right to work in the UK.*

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## Human Resources Manager

**Salary: £41,732 - £47,822 per annum**

40 Hours per week, 52 weeks per year

**Based at Ashdown Garden School and Emerson College,  
Forest Row, East Sussex**

We are looking to recruit a Human Resources Manager to this newly created role at an exciting time of expansion and development. You will be required to contribute to the whole life of the School, College and Charitable Trust, always remembering that our core purpose is to improve the education and lives of the young people at all the Trust's provisions.

The post holder will work as a member of the Central Services Human Resources Team and will have primary responsibility for Ashdown Garden School and Emerson College, as well as providing Trust-wide support when required. The post holder will primarily be responsible for the management, development, and promotion of the human resources function at their allocated provisions, which are located on the same site, running as independent operations. CIPD qualification is desirable but not a requirement as we prioritise direct experience; experience of Ofsted and CQC would be advantageous but is not essential.

A high level of personal resilience coupled with excellent interpersonal skills and the ability to align functional and operational objectives with those of the organisation would be a distinct advantage.

The Human Resources Manager we are looking for would:

- Realise the importance of safeguarding, with a rigorous approach to vetting and compliance and ensure that the department and all provisions are always inspection ready.
- Have experience of managing a HR function.
- Have significant demonstrable experience in conducting investigations, resolving grievances, supporting staff with ill health and similar employee relations processes.
- Be committed to empowering managers to lead on employee relations process while ensuring they stay compliant with policy and legal frameworks.
- Be able to work and manage the function in a dynamic, fast paced and complex organisation.
- Be able to support and develop line managers to provide an effective service to the provisions and line managers across the Trust.
- Have personal resilience, thrives on challenge, and has strong personal leadership skills.

**For a full list of responsibilities, please refer to the Job Description for this role.**

For further information or to apply, please visit [rmt.org/jobs](https://rmt.org/jobs)  
or email our Recruiter [sarah.whitlam@rmt.org](mailto:sarah.whitlam@rmt.org)



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Working at Ruskin Mill Trust is incredibly rewarding; we offer competitive salaries and holiday allowances, an auto-enrolment pension scheme with a salary sacrifice option, a health cash plan and employee assistance programme via Mediacash.

In addition, staff receive valuable training opportunities including an in-depth interactive induction to enable our new team members to experience our Practical Skills Therapeutic Education (PSTE) curriculum and also opportunities for further training and academic research including our own MSc in Practical Skills Therapeutic Education.

Full details of our benefits can be viewed on [www.rmt.org/careers](http://www.rmt.org/careers)