

Company number: 07448744

Charity number: 1139685



YOUNGROOTS

Supporting young refugees

Young Roots Application Pack

Human Resources
Manager

December 2024



Role description – Human Resources Manager

Hours: 14 hours per week

Salary: £16,068 0.4 FTE (pro rata from £40,170) plus 5% pension.

Start date: ASAP

Location:

This role is primarily based in our Croydon office with occasional travel to our Brent and Kings Cross offices and an all staff meeting in central London once per month. However, our hybrid working model allows staff members to do some homeworking.

The Role:

Our Human Resources Manager is a senior role working closely with the Head of Finance and Internal Operations, the Chief Executive and the Human Resources Strategic Projects Lead in the delivery of a professional, progressive and proactive Human Resources function, working in line with our values. You will have the opportunity to shape our approach to this important function, will work with brilliant and friendly colleagues and will go home every day knowing you have made a difference.

You will support the senior leadership team, managers and staff throughout the organisation to deal with HR related matters in whatever form they take. You will manage a busy caseload, advising on performance, absence and sickness management, recruitment and retention in line with employment law, our policies and good HR practice, as well as ensuring good HR administration throughout the employment life-cycle. You will provide informal advice, coaching and mentoring to managers on all aspects of employee relations, through a variety of 1-1 meetings, informal training sessions/workshops and briefings. You'll meet regularly with

managers to develop a thorough understanding of their needs, and help them to identify and resolve emergent issues before they become more serious. You will also be responsible for more strategic matters such as development of employment policies, procedures and practices, our learning and development offer and management of our payroll.

We are looking for an experienced HR generalist with good knowledge of employment law and HR good-practice and some knowledge of payroll. As part of a small team, we need someone with experience to deal with the multiple facets of HR and someone who is a “doer”. You will be able to work flexibly, independently and have a willingness to take on new challenges and lead in your area of expertise. We are looking for an individual with strong organisational and administration skills, who can comfortably balance operational day-to-day tasks alongside the provision of insight and expertise into long term projects and initiatives. Empathy and an understanding of the importance of process are important characteristics.

Benefits

25 days holiday per year (pro rata), plus three extra days over the holiday period, bank holidays and incremental increases, flexible working, occupational sick pay; pension contributions; Employee Assistance Programme; and a wide range of opportunities for skills development.

DUTIES AND KEY RESPONSIBILITIES

- Liaising with managers, and colleagues, to understand the HR issues they face and offer advice, support, coaching on HR matters in line with employment law, organisational policies and good practice, through a variety of 1-1 meetings, informal training sessions/workshops and briefings.
- Leading on the drafting and review of HR related policies and processes and ensuring they are successfully understood and adopted across the organisation.
- Leading internally and externally managed recruitments: working with managers to plan recruitment, placing adverts, coordinating candidates, interview/testing processes and onboarding, including pre-employment checks.
- Responsibility for all HR processes and administration and transactional employment correspondence throughout the employment life-cycle.

- Provide strategic advice on HR related issues to the Senior Leadership Team.
- Working closely with the HR Strategic Projects Lead and SLT, developing and implementing a people strategy to align with organisational objectives
- Monitoring and regular reporting on key metrics, including employee turnover, engagement and performance to inform decision making.
- Managing our HR database and records, ensuring that data is up to date, analysing the data regularly and providing insights to support decision-making and good governance
- Manage our payroll, in liaison with an external payroll company.
- Leading our compliance with GDPR in relation to our HR policies and data
- Developing our approach to recruiting, inducting and supporting volunteers to develop a strategy for volunteers
- With our HR Strategic Projects Lead, developing and implementing our learning and development offer, including the procurement of training.
- Maintaining up-to-date knowledge of developments in employment law and HR good practice.
- Supporting on other tasks where needed

Other responsibilities

- To attend and take part in training as agreed with your manager
- To maintain links with key external providers, professional bodies and other partner charities
- To attend regular one-to-one meetings with your line manager, project planning, team, staff and debrief meetings as agreed.
- To read, agree and abide by Young Roots' child protection/safeguarding policy
- To read, understand and implement Young Roots' values, the Young Roots Equal Opportunities and other relevant policies and commitments.

This post is subject to a satisfactory Disclosure and Barring Service check. Repeat checks are initiated every two years.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent interpersonal skills, and the ability to communicate effectively both in writing and verbally • A friendly, approachable manner • Strong organisational skills • Excellent attention to detail • Ability to handle complex, sensitive and confidential information appropriately • Ability to work independently, manage own workload and handle stress • Strong administrative and IT skills including data analysis and proficiency with MS packages - Word, Excel, PowerPoint, etc 	
EXPERIENCE	<ul style="list-style-type: none"> • At least 4 years' experience of working in a generalist HR role advising on recruitment, absence management, performance management, disciplinary & grievance issues and family leave. • Experience of payroll • Experience of drafting and researching HR policies 	<ul style="list-style-type: none"> • Experience in an HR function in a similar sized charity • Experience of analysing data and providing insights and recommendations
QUALIFICATIONS	<ul style="list-style-type: none"> • CIPD qualified or studying towards a CIPD qualification. 	
KNOWLEDGE	<ul style="list-style-type: none"> • A thorough and sophisticated knowledge of how to advise on recruitment, on-boarding, absence management, performance management, disciplinary & grievance issues and family leave. • Knowledge of 'best practise' in an HR function • Employment law 	<ul style="list-style-type: none"> • Knowledge of safer recruitment
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexibility, trust and integrity • Commitment to Young Roots' values and to safeguarding of children and vulnerable adults • Willingness to work outside usual office hours within reason when required 	

What Young Roots offers

Generous benefits and a focus on Wellbeing

- We are committed to maintaining your work/life balance through hybrid working. We offer and operate a very popular TOIL (time off in lieu) scheme to allow you to work flexibly.
- 25 days annual leave (pro rata for part time hours and fixed term contract), increasing by a further day after each year of service that falls at the start of the holiday year, up to a maximum of 28 days. An additional 3 paid days off between Christmas and New year. Annual leave is flexible, and you can carry up to 5 days forward.
- 5% employer contribution to your pension.
- A comprehensive Employee Assistance Package, and a staff/trustee Wellbeing committee with a focus on staff wellbeing.
- We have a range of generous employment policies intended to support staff wellbeing and promote diversity, equity and inclusion, including a sabbatical policy allowing employees to take extended periods of leave after completing a minimum period in post and generous maternity leave, special leave and sickness policies.
- Opportunities to visit our projects and connect with the essential work we deliver to young people. We want all of our staff to feel committed to the work we do.
- Staff away days to connect with colleagues and contribute to our strategic direction

A Diverse and Inclusive workplace

- At Young Roots, diversity, equality, and inclusion are central to our values and how we work. We are proud of our commitment to diversity, equity, and inclusion and have a DEI committee to guide and lead our organisation. The committee is made up of trustees and staff members to ensure we reflect our commitment at all levels of Young Roots.

Excellent Development and Growth Opportunities

- We are committed to the continuous learning and development of all staff to enable people to develop individual skills and realise their full potential.
- We aim to engage all staff in training and ensure you get the training you need to do your job well.

Young Roots recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage applications from people of all backgrounds, particularly those who can face disadvantage in employment, such as people from Black, Asian and minority ethnic backgrounds, LGBTQ+ individuals and people with disabilities. As an organisation that supports refugees, asylum seekers and migrants, we particularly welcome applications from people within these communities. We offer a guaranteed interview for those with lived experience of the asylum system and those with disabilities, where they meet the essential elements of the person specification. If aspects of the application process create barriers to you applying and you'd like any adjustment to the process or you'd like an informal discussion or advice on your application, please get in touch. We would also like to alert you to the existence of organisations which supporting people from under-represented groups to access employment, who can advise you on applying for this role. For example, Scope, Young Women's Trust and Experts by Experience.

Young Roots is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We take this duty very seriously. Our work is underpinned by policies and procedures which promote safe working practices. We have a framework of training and supervision which everyone is expected to comply with and systems for monitoring, quality assurance and gaining service user feedback. On joining you will be expected to be part of this approach to safeguard our service users.

All posts are subject to a safer recruitment process which includes vetting checks such as enhanced criminal records and barring, scrutiny of employment history, references and other checks.

To Apply:

To apply, please submit your CV alongside a personal statement by the closing date outlining how you would be a great fit for the role.

Your personal statement should be no more than 800 words, answering the following questions:

1. What is your motivation for working with Young Roots?
2. What is your motivation for applying for this role specifically?
3. What skills and experience would you bring that will enable you to be successful in this role? Please ensure you refer to the essential criteria on the person specification and provide examples to demonstrate how and where you meet the criteria.

You may submit your personal statement in writing, or via video.

Please enter your application via Charity Jobs or email your application to paola@youngroots.org.uk with the subject line “HR Manager Application”.

No agencies, please.

Closing date: 23.30 12th January 2025

Interview date: 21st/22nd January 2025

About Young Roots

Founded in 2004, Young Roots works with young refugees and asylum seekers aged 11-25, in London, to improve their wellbeing and fulfil their potential. We provide direct services for young people, including youth and sporting activities, one-to-one intensive Casework support, access to therapeutic and legal support, English-language learning, and youth leadership. We run services in Croydon, Brent, and Kings Cross supporting over a thousand young refugees and asylum seekers each year, from 40+ countries, many of whom are unaccompanied.

We have an ambitious strategic plan, framed by our values, which includes our aim to draw on our deep understanding of the challenges young refugees and asylum seekers face to advocate for better systems and policies, both locally and nationally, with and for the young people we support and the wider community of refugees and asylum seekers in the UK.

Our Vision

A compassionate and welcoming society for young people seeking safety in the UK.

Our Mission

To work alongside young people seeking safety in the UK, building trusted relationships, providing practical and emotional support and promoting young people's rights and power.

Our Values

Our values are at the heart of everything we do. These are:

- **Integrity** – we act courageously and independently in the best interests of young people, as determined by them, and are transparent and accountable for our actions.
- **Openness** – we are adaptable and open to change. We are curious, reflect on our impact, and are keen to learn how to do things better.
- **Kindness & compassion** – we prioritise kindness and compassion, to build supportive relationships and promote wellbeing. We focus on supporting the wellbeing of our staff and volunteers.
- **Inclusivity** – we believe we have an important role to play in addressing societal inequities. We value the benefits of diversity and we strive to be

inclusive. This affects all aspects of our work, including our work with young people, our team and our wider strategy.

- **Empowerment** – we believe in the unique strengths of each member of staff and each individual young person. We trust our team to act autonomously and transfer power to young people to build their autonomy, independence and agency.

“Being listened to by the staff has helped me a lot. There were so many times, I felt so overwhelmed and needed someone just to listen to me.”

“I had a dream about coming to the UK - a dream for a better life and future. But it has been a struggle for the years that I have been here. I have had some terrible experiences. Young Roots have helped me get over some of those experiences and to look forward.”

“I have become more confident to speak up and enjoy my time. I used to have no one at UK to support me but Young Roots is like a family to me.”

“I was worried about the future but now I feel supported.”



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Young Roots

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