



HR Manager

Recruitment Pack

buttleTM

Background

At Buttle UK, we are driven by a single, powerful vision: **poverty and crisis should not define a child's future.** For nearly 80 years, we've been dedicated to supporting children and young people facing profound challenges. As we embark on our ambitious 2025–2030 strategy, we're not only offering immediate aid; we're also committed to tackling the systemic issues that trap children in cycles of poverty.

This is a pivotal moment for our organisation. We're proud to have supported over 27,000 children through our Chances for Children grants in the last five years, but the need continues to grow, with 4.5 million children in the UK currently living in poverty. Our new strategy has three bold aims:

Delivering Impactful Grants: We'll continue to provide fast, flexible, and essential grants, while also deepening our support for those with the most complex challenges and evolving our grant model to be even more empowering and equitable.

Amplifying Our Voice for Change: We'll leverage our research, data, and co-production work to influence policy and practice, advocating for families failed by existing systems.

Harnessing Our Resources: With a strong endowment and ambitious fundraising goals, we are investing in partnerships, innovation, and infrastructure that will ensure we can support even more children in the years to come.

This strategy was developed through deep collaboration – with our staff, trustees, funders, and importantly, young people. Their lived experience and insights continue to guide our work, ensuring we remain **child-focused, empathetic, responsive, collaborative and accountable.** You can read about our 2025-30 strategy in more detail [here](#).

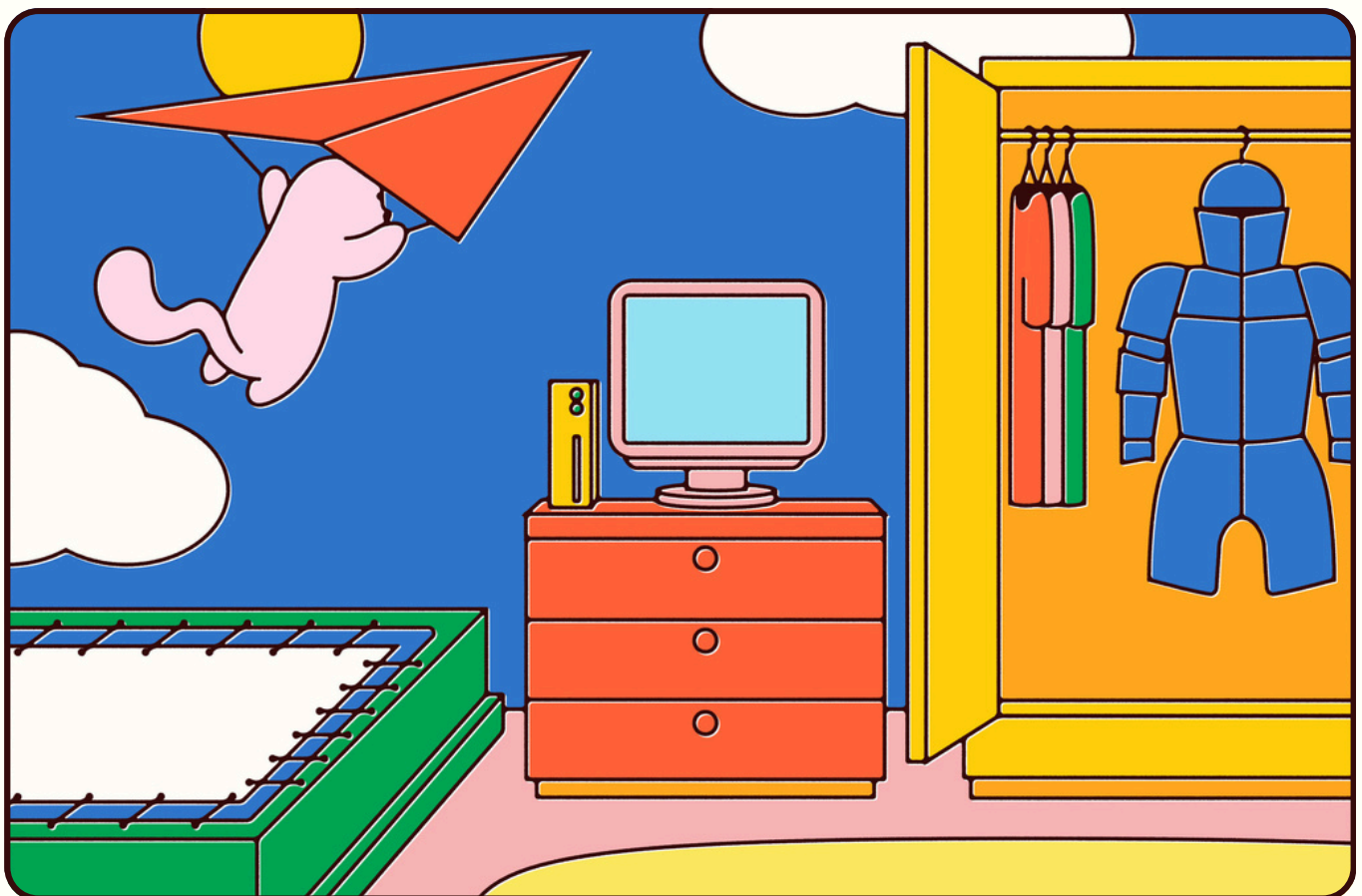
Buttle UK is seeking an exceptional HR Manager to work closely with the Director of Finance and Operations and lead on all operational HR matters such as recruitment, onboarding, employee relations including embedding an organisational culture that makes Buttle UK a great place to work.

As our HR Manager, you will play a crucial role in nurturing our most valuable asset – our people – by fostering a positive workplace that empowers every team member to contribute to our mission. Your expertise will directly impact our ability to attract, develop, and retain the dedicated professionals who make our life-changing work possible.

Thank you for considering being part of our journey. We're ready to meet the challenges ahead – head-on, and together.

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Director of Finance and Operations



About Buttle

Founded in 1953, Buttle UK is a charity dedicated to supporting children and young people across the UK who face crisis situations, financial hardship, and multiple social challenges. Our mission is to enhance emotional, educational, and social outcomes through targeted interventions, primarily through our Chances for Children grants.

We support children and young people living in severe poverty, often on income levels under £18,000 a year. Many face challenges such as domestic abuse, mental health issues, estrangement, or neglect. Our grants, up to £2,400, are tailored to each individual's needs. This can be as simple as a new school uniform to help them settle in school; support for family or play therapy; or membership of a club or activity so that they can explore something they enjoy, socialise and have opportunities to make friends. We can also help with items like beds, toys, clothes or even a TV. Our grants help children to live a life that feels a little more like other children's. They are designed to create safe, nurturing environments and foster wellbeing-promoting activities, ultimately empowering children and young people to thrive academically, emotionally, and socially.

You can read more about the impact of our work [here](#).

Our Mission: The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

Our Values:

Child-focused. We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

Empathetic. Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

Responsive. We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

Collaborative. We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

Accountable. We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.

HR Manager role description – over view

JOB TITLE: **Human Resources Manager**
Full-time Permanent role (35 hours a week)

REPORTS TO: **Director of Finance & Operations**

ROLE: The Human Resources Manager will be responsible for the management and delivery of HR support services to staff and compliance with HR policies. This is an operational, standalone role which will require the application of HR knowledge and experience to see initiatives through to completion. The role holder will work closely with the Director of Finance and Operations and Office administrator to provide a HR service to staff including HR advice on management of any disciplinary, capability, grievance and employee relations processes, performance management and recruitment. ensure that HR policies and processes are compliant with UK employment legislation. The role holder will be required to build and maintain strong relationships, engaging with colleagues at all levels.

OBJECTIVE: To create a HR culture, making sure Buttle UK continues to be a great place to work through strong HR procedures, communication, reward and activities to promote a strong and success orientated culture, with a focus on staff wellbeing. The role will be a key part of the Finance and Operations team and contribute to achieving the team's objectives.

PLACE OF WORK: Hybrid with at least 2 days at the office.

SALARY: Job Grade 4
This is a full time role over 5 days.

Responsibilities

- Manage general HR administration and be the main point of contact for HR queries and support for colleagues and line managers, providing expert advice on a wide range of HR matters, including performance management, grievance, disciplinary, absence management, and conflict resolution.
- Manage the planning and delivery of the full recruitment cycle at Buttle UK following our safer recruitment policy. This will include responsibility for job descriptions, recruitment packs, advertising, support with candidate screening, interviewing, offer management and pre-employment checks, ensuring a fair and efficient hiring process.
- Develop and deliver a comprehensive and engaging onboarding that effectively integrates new employees into the organisation's culture and mission.
- Manage and develop the organisational use of the Buttle HR information system (Atlas), ensuring data is accurate and up to date.
- Oversee and advise on the annual performance & development process including competency review using our framework.
- Working with managers, develop and deliver a strategy for training and development for colleagues and manage the budget for this work.
- Ensure all HR practices are fully aligned with and uphold the organisation's safeguarding policy and statutory responsibilities, prioritising the safety and well-being of children, young people and vulnerable adults.
- Create, review, edit and ensure compliance of HR documentation e.g staff handbook, policy documents, staff survey fulfilment/review and operational procedures in liaison with the staff committee and for sign off by SMT.
- Monitor changes in employment law and HR best practices to ensure the organisation remains fully compliant with all legal and regulatory requirements.
- Support the delivery of our EDI strategy by leading EDI work related to the HR function to foster an inclusive work culture. s as required

- Develop, record and report on key HR metrics to SMT on a quarterly basis.
- Work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.
- Provide support with people planning. And assist with the leavers process; such as exit interviews
- Participate in training and development activities and programmes and attend and participate in meetings as required

Person Specification

Essential

- Relevant degree, diploma (i.e., you will hold a CIPD Level 5 qualification or higher).
- Substantial experience of working in a generalist, standalone HR role.
- Up to date knowledge and experience of UK employment law and HR policies development.
- Proven ability to design, implement, and embed new HR policies, procedures, and systems effectively to support organisational growth.
- Able to maintain high levels of confidentiality
- Excellent communication and interpersonal skills to engage confidently and credibly with people at all levels.
- Ability to stay calm under pressure and highly organised and able to manage workload to meet deadlines and respond to changing priorities.
- Proficient professional level of IT skills, particularly across Google systems, Excel and Word.
- Experience with using, managing and developing HR Information systems.
- Demonstrates high professional and ethical standards, showing sensitivity and integrity when handling challenging situations.
- Specific knowledge and experience in embedding safeguarding principles and practices throughout all HR processes, particularly recruitment and onboarding, in a child-focused environment
- Strong attention to detail and keen problem-solving ability and proactive with suggestions, ideas and solutions.

- Strong team player, able to build strong working relationships with internal and external parties by dealing calmly, professionally and effectively with staff at all levels
- Commitment to Buttle UK's values and to promoting the best interests of children and young people.
- Honest, polite, reliable, resourceful, punctual and committed
- A track record of demonstrating confidence and ability to deliver

Desirable

- Understanding of and practical application of Equity, Diversity, and Inclusion principles to foster an inclusive workplace culture and ensure fair HR practices.
- Ability to evaluate, develop and continuously improve one's own work and skills. Committed to own continuous personal development
- Safer Recruitment trained
- Experience working within a Charity environment
- Attend and provide training sessions, as required
- Undertake additional duties that are commensurate with the role, as reasonably required

All staff are expected to:

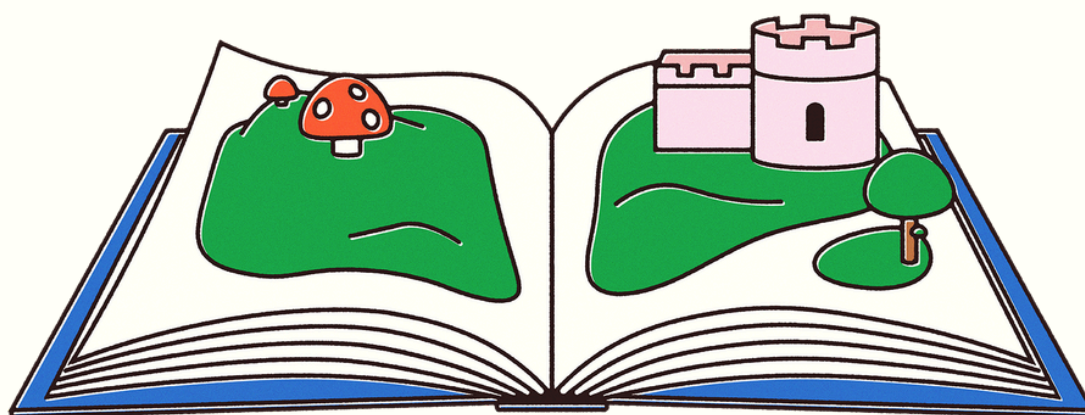
- Be aware of and committed to the ethos and values of Buttle UK
- Take an active role in the development and implementation of Charity policies and in the whole life of the Charity
- Ensure that there are equal opportunities for all
- Adhere to Charity policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children and young people

Terms and Conditions

- Be fully committed to safeguarding and promoting the welfare of children and young people
- Permanent position
- Full time role - normal working hours: 0900 to 1700, Monday to Friday
- Start date: As soon as possible
- The salary for this role is a range between £43,795 and £46,100 per annum, dependent on qualifications, skills and experience
- Defined contribution pension scheme at least 7% matched by 7% employer contribution
- Annual Personal Development Allowance of £200
- Cycle to Work Scheme
- Employee Assistance Programme
- Group life cover benefit

Buttle UK is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Buttle UK will consider carrying out an online search on shortlisted candidates as part of its due diligence.



Our commitment to Equity, Diversity & Inclusion

Buttle UK recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.

We pride ourselves on being an inclusive organisation and welcome applications from all applicants, regardless of race, sex or gender, sexuality, socio-economic background or any other minority or protected characteristic.

To support anyone looking to work with us, we commit to:

- Paying for childcare for the hours in and around the interview process.
- Paying for your travel costs to the office and back for interviews, if these are held in person.
- Making any reasonable adjustments to support your needs in the application and interview process.

Read more about our commitment to equity, diversity and inclusion across our organisation [here](#).

How to apply for the role

To apply, please send your CV along with a supporting statement of how you meet the requirements of this role to recruitment@buttleuk.org by **5pm on Tuesday 19th May 2026.**

We want to meet the aims and commitments set out in our [Equity, Diversity & Inclusion strategy and policy](#). This includes not discriminating under the Equality Act 2010, building an accurate picture of the make-up of our workforce, and those who apply to work at Buttle UK. We need your help to collate this information by completing [this anonymous EDI monitoring survey](#), which cannot be traced back to an individual. The information given by candidates will be solely used for the purpose of reviewing and improving the recruitment process.

Recruitment timetable

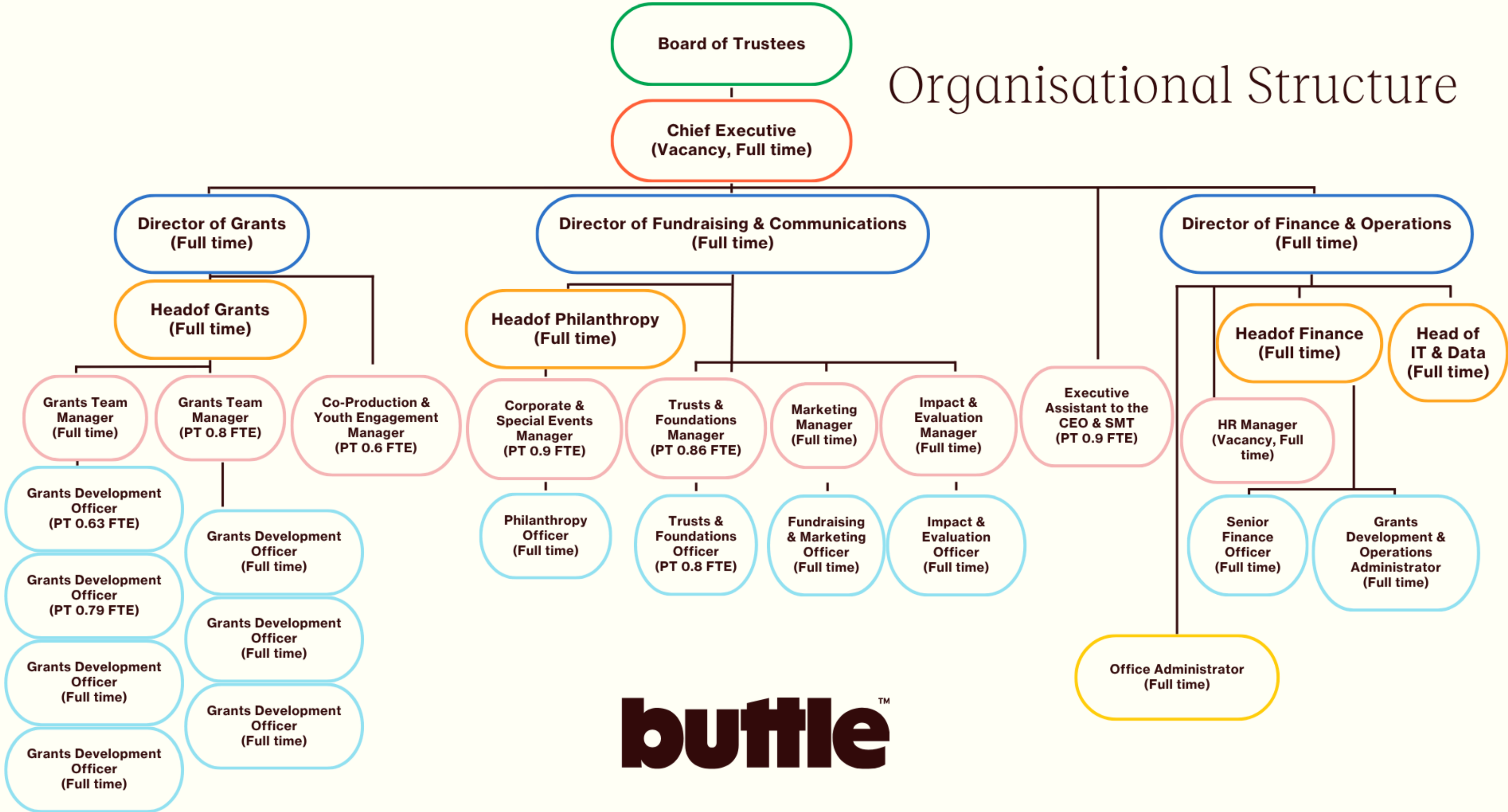
Closing date for applications: 5pm on Tuesday 19th May 2026

Interviews: 26th & 27th May 2026

Second stage interviews (if needed): week commencing 1st June 2026

The appointment will be made subject to satisfactory references and pre-employment checks.

Organisational Structure



CC1.06 Workspace Kennington Park 1-3
Brixton Road
London
SW9 6DE

Registered Charity No - 313007
Scotland - SCO37997

020 7828 3211
www.buttleuk.org

@buttleuk:
[f](#) [in](#) [@](#) [X](#)

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