



## HR Manager

**Reporting to:** Victoria Steele, Head of Relationships & Operations

**Contract Type:** Part time, permanent

**Number of days:** 3 days per week (can be split over 4/5 days)

**Location:** Hybrid with minimum of 2 days per week at Synchronicity Earth's London office.

**Right to Work:** The successful candidate must be eligible to work in the UK till at least the end 2028. We cannot accept applicants who require visa sponsorship for this role.

**Salary:** £40,000 - £43,000 per annum FTE plus benefits

### About this Role

Join the mission to protect our planet's future by becoming our new HR Manager. Synchronicity Earth is a growing organisation with an expanding team, and we are now looking for an experienced HR Manager to take ownership of all HR function within the team and organisation, building on the structures already in place to ensure we are a supportive and dynamic place to work.

Reporting directly to the Head of Relationships & Operations, the role will bring together all current HR function, focussing at first on streamlining our processes from recruitment to performance review, as well as ensuring we have all necessary policies and guidance in place. The role will also be responsible for developing the skills and welfare of our team, creating a strong Learning & Development programme which supports career development at all levels.

Synchronicity Earth's mission is clear: we blend passion and action to provide safe havens for endangered species, support communities living in harmony with nature, and turn conservation into a worldwide effort. By joining, you're not just taking part; you're weaving your own story into a future that's brighter and sustainable for all.

We understand that life sometimes takes unexpected turns, and we welcome candidates who may have taken a career break. Your unique experiences and fresh perspective will only enhance our team's diversity and strengthen our ability to tackle the complex challenges facing our planet.

Specific responsibilities will include the following:

#### 1. Recruitment, Onboarding & Offboarding

- a. Work with the Senior Leadership Team (SLT) to assess capacity gaps across the organisation and how best to fill them.
- b. Analyse our anonymised applicant data to evaluate our effectiveness in attracting a high-quality pool of diverse candidates.
- c. Manage all aspects of the recruitment process (e.g., write adverts, advertise positions, schedule interviews and support team with selection).



- d. Manage all aspects of the onboarding process (e.g., write contracts, create and edit induction packs, work with operations team to get setup on systems, guide them through our policies and explain HR processes).
- e. Manage the process for all Synchronicity Earth leavers (e.g., conduct exit interviews; write references).

## 2. Benefits, Welfare & Learning

- a. Coordinate and administer company benefits (including health benefit), and research other ways to improve our employee experience.
- b. Liaise with Finance Team re payroll.
- c. Manage holiday benefits, including TOIL.
- d. Assist Line Managers and individuals in creating annual individual objectives.
- e. Track and coordinate performance management reviews, as well as research and advise on best process.
- f. Coordinate external providers (e.g. iCroner) to support pay setting and reviews.
- g. Create and manage organisation-wide and individual employee learning programmes.
- h. Be independent point of contact for entire team for all welfare and professional issues, providing guidance on support available.
- i. Support Synchronicity Earth's Equity, Diversity, and Inclusion Working Group.
- j. Oversee youth and work experience programmes.

## 3. Policies, Guidance & Infrastructure

- a. Review our staff handbook and work with the Head of Relationships & Operations to ensure it aligns with current policies.
- b. Maintain all HR policies and procedures ensuring they are regularly reviewed and updated to reflect relevant legislation and best practice.
- c. Ensure managers and staff are aware of and understand policies and procedures, communicate changes, and provide support to managers when interpreting policies as required.
- d. Provide support, guidance, and advice for managers in conducting and concluding employee relations cases, including absence, performance management, disciplinary and grievance cases, ensuring adherence to policy.
- e. Be first point of contact with HR & HSE consultants.
- f. Identify and implement (subject to budget) suitable HR systems that will help to automate Synchronicity Earth's processes and lead to greater self-service of HR matters.
- g. Document all critical HR processes.

## About you

### Essential skills and experience

- Level 5 CIPD qualified.
- A proven track record in managing and HR function.



- Experience of developing new policies and procedures for an organisation in line with current best practice.
- Experience of supporting individuals to develop their skill base and careers.

*Candidates from Black, Asian, and Minority-Ethnic (BAME) backgrounds and people with disabilities with the above essential criteria who opt-in to our Guaranteed Interview Scheme will enter the first recruitment stage, see more information below.*

### **Your development: skills and experience from this role**

*The following list is meant to provide guidance for your application while also demonstrating the type of skills and experience you will utilise and develop as part of this role. If there is anything here which you currently have no experience in, but would like to develop, then this would be a great role for you. Please let us know in your application if any of these particularly appeal to you, or you have some experience already.*

### **Key skills and training:**

- Experience of managing and delivering Health Benefit schemes.
- Line Management experience.
- Coaching and mentoring experience. For the right candidate we would consider supporting a candidate to achieve the Level 7 CIPD through the Government Apprenticeship scheme.
- Experience or training in developing Equity, Diversity, and Inclusion practices within an organisation.
- Strategic and creative thinking, problem solving with minimal supervision and embedding new ideas within organisations.
- Excellent listening skills and willingness to support others.

### **About us**

[Synchronicity Earth](#) is a UK-based, global environmental charity which funds and supports organisations and individuals that aim to make our planet a better place to live for all its inhabitants.

We are a medium-sized charity which supports partners working to protect less well-known species and ecosystems around the world that receive less attention but face the greatest threats. We do this through our conservation Programmes, which identify, fund, and support organisations with a focus on: [Amphibians](#), [Asian Species](#), [Congo Basin](#), [Biocultural Diversity](#), [Freshwater](#), and [Ocean](#). We also support projects across two other areas: the More than Carbon initiative, a portfolio of climate and biodiversity projects targeted at corporate donors; and the Synchronicity Portfolio, which aims to foster systemic change to promote a greater focus on biodiversity conservation within different sectors. Our partners are mostly organisations embedded within their local communities, and often projects which also consider social impacts such as women's health and empowerment, engagement with Indigenous Peoples, and sustainable livelihoods (e.g., small-scale fisheries) in addition to wildlife conservation.

### **Our workplace values and culture**



We pride ourselves on having an open and inclusive culture. Our team supports each other and encourages new ideas and creativity to help us develop new projects and reach new audiences with our work. We aim to apply the same dedication to a flourishing diversity of people and wildlife on our planet through our programmes to our working environment and strive to make this environment open and inclusive for everyone. We recognise that the environment sector (and our organisation, as part of it) does not reflect the diversity of the global community it serves (particularly in terms of ethnic diversity) and has a long way to go to be as inclusive as possible to ensure people from all backgrounds and personal situations feel welcome in the workplace.

### **Reporting, location, and work hours**

This position is a permanent position that is based in Synchronicity Earth offices in Central London, with the option for hybrid office/home working if the successful applicant wishes with a minimum of 2 days a week in the office (laptop would be provided for home working). The successful candidate must be eligible to work in the UK.

### **Application & Recruitment Process**

Inclusion is a priority throughout our workplace culture and is embedded in our recruitment process (we are actively still seeking to improve it through employee and candidate suggestions). For example, the first stage of recruitment will be anonymised to mitigate against unconscious bias. We welcome applications from people of all backgrounds for this role, particularly non-graduates, and are happy to discuss flexible working arrangements. Please let us know at any stage during the recruitment process if you have any accessibility requirements we can accommodate for you, and which pronouns you would like to be referred to by.

### **How to apply:**

- Fill in our [candidate survey](#).
- Submit a **cover letter (one side of A4)** outlining any relevant skills and experience you have for this role, why it interests you, and any particular skills that you would like to develop in this role, with your **CV (no longer than two sides of A4)** via Charity Jobs. Applications should be addressed to Victoria Steele.

**Closing date for applications:** 12th June 2024, 12noon

### **Guaranteed Interview Scheme**

We recognise that people from Black, Asian, and Minority-Ethnic (BAME) backgrounds and people with disabilities are under-represented in our sector, and that there are often additional barriers present for people from these groups when applying for roles in the charity sector and beyond.

As part of our commitment to attract and retain talented individuals from under-represented groups to the conservation and environment sector, if you belong to these groups, you can opt in to the Guaranteed Interview Scheme (GIS) in our [candidate survey](#). If you meet the essential criteria for a role, you'll be guaranteed a first-stage assessment. In most cases, this will be a 20-minute interview held via Zoom, however,



in the case of an extraordinary number of applicants, the first-stage candidates (including GIS) will receive a short assessment. The results of this assessment will be used to select candidates for the second-stage interview.

**Expected first-stage interview dates:**

- First Stage Interviews (zoom): 17-21st June 2024 (TBC)
- Second Stage Interviews (in-person): 24-25th June 2024 (TBC).
  - Step free access and accessible bathroom available.

**Supplementary Information: Benefits**

**FINANCIAL**

**Pension**

Synchronicity Earth contributes 6% of an employee's basic annual salary to their pension (this is 3% above the statutory minimum). We offer enhanced pension contributions in addition to the 6% based on the number of years served.

**Life Assurance Scheme**

Whilst employed by Synchronicity Earth a lump sum based on three times the employee's basic annual salary will be payable in the event of their death.

**Travel Loan Assistance**

Employees may utilise a loan from Synchronicity Earth to purchase a season ticket for public transport.

**WORK & LIFESTYLE**

**Annual Leave**

All employees are entitled to 25 days annual leave (Full Time Equivalent) in addition to UK Bank Holidays. An additional discretionary three days annual leave are given to all staff between Christmas and New Year.

**Compassionate Leave**

Synchronicity Earth offers paid time off on compassionate grounds to assist employees in the event of sudden, unplanned domestic upheaval.

**Hybrid-working**

Synchronicity Earth operates a hybrid-working policy in which employees can balance remote and in-office working. We require all staff to work a minimum of 2-days in the office (this is at the discretion of the Line Manager and is role dependant)

**Enhanced Parental Leave**

Synchronicity Earth offers enhanced maternity, paternity, adoption/surrogacy, and shared parental leave in addition to the statutory requirements.



## **HEALTH & WELLBEING**

### **Health Benefit**

Synchronicity has a health benefit scheme that provides coverage for medical treatment and diagnosis. The scheme also includes an in-person health assessment.

### **Enhanced Sick Pay**

Synchronicity Earth has a sickness benefit scheme to ensure that employees receive financial support when sick. For the first month the employee will receive full pay, for the next 2-6 months the employee will receive two-thirds of their salary.

### **Employee Assistance Programme**

Employees have access to a 24-hour confidential helpline which offers support across a vast variety of mental health and non-work related issues i.e. personal budgeting. Employees are also entitled to counselling sessions if required.

## **CAREER DEVELOPMENT**

### **Volunteer Days**

Employees may take an additional 2 days off to volunteer for community organisations and other charities.

### **Training**

We are a collaborative and supportive team, and we want to help our employees develop skills following their interests. Each team has a training budget to allow staff to attend courses and workshops to further their skills.

### **Internal opportunities**

As well as developing skills specifically related to the role as described in the job description, we want to provide opportunities for people to:

- Build their professional networks;
- Learn about how they could be involved with other teams and tasks that could expand their skillset; and
- Become involved with and/or lead our organisational working groups which discuss cross-team challenges such as Reimagining Philanthropy; Equity, Diversity, and Inclusion; and Youth Engagement.

### **Entitlement Note**

*These are not contractual benefits and can be amended or withdrawn at any time (e.g., if the organisation faced financial difficulty). These benefits are subject to employees meeting terms and conditions described in Synchronicity Earth's policy documents and precise entitlement details for each benefit are held within the contract of employment.*