

Job Title	HR Officer
Name of Job Holder:	
Department/Location:	Yeldall Manor
Grade:	Scale point 29-32
Salary Range:	£32,398 - £35,560 pro rata (60%)
Reporting to:	Administration & Supporter Relations Manager
Responsible for:	N/A
Key Relationships:	All staff, payroll administrator, employment law advisor
Date last updated:	June 2024

MAIN PURPOSE OF JOB:

- To support the work of Yeldall Manor through providing comprehensive HR support to all members of the organisation
- To assist in the support of residents at the Yeldall Manor Christian recovery centre as part of the staff team
- To ensure adherence to the agreed Vision, Mission and Values of the organisation, including ensuring that the Christian ethos and culture is developed and maintained

JOB OVERVIEW:

We have created this new position to provide consistent and professional HR support to the organisation, bringing together various roles currently undertaken by a few different staff members. This role will suit someone who can work under their own initiative (after training in our charity practices), experienced in overseeing the employee journey from recruitment and retention to departure. You will act as the first point of contact for all HR related queries, and ensure that the charity is compliant with all relevant legislation. This will involve dealing with all employment matters, building robust policies & procedures, and implementation across the organisation. We do not currently have HR software, so reviewing our requirements in this area would be one of your responsibilities.

As a small charity (c. 35 staff including part-time and casual workers), the role will require balancing practical tasks with management responsibilities. You'll be based in the office (a lovely rural setting near Twyford, Reading) and, being situated within the rehabilitation centre, you will have daily contact with those men whom you are

helping. They inspire and motivate us just as much as we seek to encourage and support them.

MAIN TASKS OF THE JOB:

HR management:

- Act as first point of contact for HR queries within the organisation
- Lead the charity's HR function, ensuring that it complies with relevant employment legislation and supports the charity to meet its strategic and operational objectives
- Support line managers in the managing disciplinary and capability matters
- Work with the senior management team to advise on and assist with workforce change, such as role changes, restructures and redundancies
- Feel confident in positively challenging upwards where a line manager's approach could be positively improved
- Lead on the provision of professional and timely advice and guidance to staff and line managers on a range of employment matters and HR processes, seeking support from third party employment law advisors as relevant.

Recruitment:

- Work with the relevant managers to manage recruitment from job descriptions, advertising and selection, ensuring that all staff follow due process
- Prepare offer letters and contracts of employment and ensure appropriate recruitment checks are undertaken for all employees, prospective employees and volunteers including DBS, DVLA, Right to Work and references
- Ensure new staff and volunteers have a thorough induction and introduction to their role and the charity
- Ensure probationary review procedures are followed by those with line management responsibility
- Manage the process when an employee decides to leave the organisation, liaising with relevant colleagues to facilitate a handover, arrange the return of equipment, exit interview and arrange final payment.

Policies and compliance:

- Work with the CEO to ensure the charity has effective Human Resources policies, processes and procedures to recruit, retain and develop a diverse, motivated, and skilled workforce, through consultation with agreed third party employment law adviser
- Keep up to date with regulatory and legislative changes that affect HR practices, terms of employment and relevant documentation and make

relevant recommendations for change within the organisation to ensure continued compliance

- Ensure compliance with people-related data protection, GDPR, employment law and organisational policies
- Ensure that the charity's overall suite of policies and procedures is easily accessible and periodically circulated to staff, storing master copies of all documents
- Ensure updates to the Staff Handbook are speedily managed
- To monitor and support annual appraisals and regular supervision processes across the organisation, ensuring they align with organisational objectives.

HR administration:

- Maintain the charity's HR records, ensuring that employee records are up to date and that processes are efficient and effective
- Ensure that employee records are stored effectively, and retained/destroyed in accordance with our data protection policy
- Review the charity's needs in relation to HR software packages and make recommendations in this regard
- Prepare and maintain the duty rota for the recovery programme, ensuring adequate staffing at all times
- Manage and calculate annual leave and bank holiday entitlements (possibly overseeing a change to a single annual leave year)
- Manage employee absence processes, ensuring absences are recorded promptly and that relevant parties are kept informed
- Minute HR meetings where necessary, including but not limited to those relating to role changes, performance, grievance, wellbeing and capability
- Draft and circulate (or support line managers with) people management correspondence, such as contracts of employment, contract variations or ad-hoc letters
- Together with other staff, ensure that ID cards, org chart and staff photo list are kept up to date

Training:

- Ensure mandatory training of employees and volunteers is arranged and refreshed within relevant timescales for all new and existing staff
- Ensure employee training records are kept up to date and that training reports are regularly sent to the senior management team

- Work with the CEO on development and provision of a training and development strategy

Remuneration:

- Oversee monthly payroll administration, collating and calculating salary changes and providing accurate payroll notes to the payroll administrator to ensure salaries are accurate, paid according to the deadline and in line with appropriate financial controls
- Lead on the monthly pension administration for the charity, liaising with the payroll administrator to ensure correct deductions and then report to pension providers accordingly
- Lead on the administration of employee benefit schemes, if applicable
- Liaise with the payroll administrator to ensure that all statutory obligations are adhered to in relation to payroll processes, for example, in relation to sickness and maternity and paternity leave/pay
- Act as the main liaison person for payroll matters to help deal with enquires from staff and ensure that any issues are resolved efficiently
- With the CEO, draft and circulate communication to employees with details of any changes to their salary as required.

Other duties:

- To offer a high level of care and support to all residents during their time at Yeldall Manor, maintaining appropriate professional conduct and boundaries at all times
- To help implement the programme for the benefit and well-being of all residents
- As a strategic member of the staff team, to ensure the Christian ethos and culture of Yeldall Manor is developed and maintained
- Take a share in Yeldall services/talks (deputations) in churches or other groups/organisations.
- To support residents by interacting with them and encouraging them in their recovery and spiritual growth. To be willing to share your faith, sensitively and appropriately, with residents and to pray for them if requested
- To participate in the Christian life of the organisation including participation in and shared leadership of corporate time of Christian prayer/worship (e.g. staff prayer meetings, weekly Fellowship meetings, quarterly Celebrations, annual Open Day)
- To uphold at all times the Christian values and ethos of Yeldall in all dealings both internally and externally

- To ensure that Yeldall Diversity (Equal Opportunities) Policy is adhered to at all times in respect of both residents and co-workers
- To contribute to the overall running of the Yeldall Manor programme as required and as commensurate with your role
- To attend and participate in regular staff meetings, management supervision sessions, in-house and external training courses as required
- Any other task, as directed, commensurate with the grade of the post

WORKING CONDITIONS & BENEFITS:

- This is a part-time permanent post, 24 hours per week
- It is envisaged that the post-holder will be office-based at Yeldall Manor for at least two days per week
- 25 days' annual leave per year (pro-rata), plus Bank Holidays, rising to 30 days after three years' continuous service
- Pension in line with government auto-enrolment legislation
- Death-in-service life assurance

PERSON SPECIFICATION

Job Title: HR Officer

QUALIFICATIONS & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience in a senior HR position, including recruitment, employment issues, and compliance	*	
HR professional certification / CIPD membership		*
Experience of working with people who have addiction issues		*
HR experience within the voluntary sector		*
KNOWLEDGE, SKILLS & ABILITIES	ESSENTIAL	DESIRABLE
Proficient IT skills including Office 365 (Microsoft Word, Excel, Sharepoint etc) and willing to learn new programmes	*	
Familiar with HR software package/s		*
Excellent, clear and concise communication skills, both verbally and in writing	*	
Ability to work within a team and independently	*	
Well organised with good time management skills and the ability to manage competing priorities	*	
Good attention to detail, with the ability to maintain information systems and keep accurate records	*	
Good problem-solving skills	*	
Good working knowledge of employment law, the Equality Act and UK General Data Protection Regulations and HR best practice	*	
Confident in giving advice and guidance to senior colleagues	*	
Ability to maintain discretion and confidentiality	*	
Understanding of issues faced by those recovering from addiction	*	
An approachable, flexible and caring relational style, able to deal patiently and sensitively with service-users, staff, volunteers, visitors and external bodies	*	
OTHER REQUIREMENTS	ESSENTIAL	DESIRABLE
Current driving licence (able to take residents to appointments / visit supporting churches etc.)		*

Demonstrated commitment to the Christian faith and able to support the Yeldall Basis of Faith, Ethos Statement and values	*	
A committed Christian faith with the ability to encourage others in their Christian walk *	*	
Demonstrated commitment to upholding and promoting equal opportunities	*	
High personal and professional standards	*	

* As this is a strategic post within an actively Christian setting, applications should be from committed Christians. Schedule 9, Part 1:3(a) of the Equality Act 2010 applies.