

ID 1913 HR Systems Manager

Permanent contract

Family Action Head Office, London (N1) with hybrid working, or home-based in the UK
29.6 hours per week (part-time)

£40,000 - £45,500 FTE per annum (£32,000 - £36,400 pro rata per annum)
Plus £3,092.80 Inner London Weighting (if London-based) or £384 Home Working Allowance (if home-based) per annum

We are flexible about both hours and where you work. The role is 29.6 hours per week part-time, but we welcome applications from people looking for other flexible working arrangements. We are also open to both office and home-based working; for colleagues based at our London office (N1), we operate a hybrid working model with an expectation of office attendance twice per week.

Family Action & the Role's Impact:

At Family Action, we support people through change, challenge or crisis. It's what we've done for over 150 years. We protect children, support young people and adults and offer direct, practical help to families and communities.

We see first-hand the power of family to shape lives, for better or worse, so we speak up for the importance of family in national and local policymaking, amplify family voices and represent the changing needs of families in the UK today.

In the HR Systems Manager role, you will work alongside our HR Systems and Operations Manager to lead the development and management of our HRIS (iTrent). Working closely with the wider HR team and Payroll, you will identify opportunities to improve functionality, develop and test new modules, and deliver enhancements that streamline processes and improve efficiency.

This is a great opportunity to play a key role in shaping and delivering the best possible HRIS experience for colleagues across Family Action.

Alongside this, you will support organisational change and development through a systems lens, ensuring our HR system evolves to meet the needs of a large, complex, multi-service organisation. You will also develop our approach to HR reporting, ensuring managers have access to meaningful data and insights, and coach colleagues to build their confidence and capability in using the system effectively.

If you have significant experience of HR systems, strong technical and analytical skills and experience implementing system improvements, we would like to hear from you. You will bring a collaborative, solutions-focused approach and a drive to make our systems work better for the organisation and its people.

We are a supportive and inclusive organisation, and we want to break down barriers to people joining us. If you don't feel confident applying because you don't meet every single requirement on the Person Specification – please don't let that stop you; we want to hear from you. We encourage you to use the application to highlight what you can bring to the role – your skills, knowledge, and experience as well as your values. At Family Action our 4 core values are incredibly important to us and underpin all we do. We are a 'people focused', 'can-do' organisation, which strives for

'excellence' in all we do and operates with 'mutual respect'.

Benefits:

- an annual paid leave entitlement of 30 working days (pro rata) plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions
- eye care and winter flu jab vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

Closing Date: Sunday 15 November 2026 at 23:59 pm

For direct queries, or if you would like to discuss any aspect of the selection process or the potential for flexible working arrangements, please email Synthia Charlery, Deputy Head of HR (Operations & Systems) via synthia.charlery@family-action.org.uk

All appointments with Family Action are subject to satisfactory Safer Recruitment checks.

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. Intersectionality is important to us and we particularly welcome applications from ethnically diverse communities, LGBTQIA+ candidates and disabled candidates because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support.

All candidates with a disability are welcome to apply under the Disability Confident Scheme and request priority consideration for an interview, provided they meet the essential criteria for the role.

Please note that we will be reviewing applications as they come in. We reserve the right to close this vacancy early if a suitable candidate is found, so we encourage you to submit your application without delay. We are also ideally looking for a candidate who can join us as soon as possible (i.e. on a short notice period), however if that is not your situation please do not hesitate to apply as applications will not be assessed on this basis.