



Community Alliance

BROXBOURNE & EAST HERTS

Job Description

(6th January 2025)

Human Resources Manager

Hours of work:	Part-time 22.5 hours per week over 3 or more days a week (Monday – Friday)
Salary:	£25,529 – £27,237 pro-rata (based on FTE £42,000- £45,000)
Holiday:	25 days per annum plus Bank and Public Holidays (148.5 hours per annum inclusive of bank holidays pro-rata)
Responsible to:	Community Alliance Chief Executive Officer
Location:	Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA with opportunities for home working.
Purpose of Job:	To provide HR guidance and support for the organisation. To lead on the external employment services provided by the charity.

Main Duties and Responsibilities

1. Provide guidance on all aspects of HR, including recruitment and selection, pay and reward, restructuring and development, staff communication, addressing the priorities and longer-term objectives of the organisation.
2. Provide advice and support to managers across the organisation relating to all HR policies and procedures including recruitment, disciplinary, grievance, performance management, equality matters, training, retirements etc.
3. Lead on the employment services the organisation provides to small charities and other organisations.
4. Develop, implement, update and monitor all HR and other relevant policies and procedures in line with legislation and lead on a rolling programme of Policy reviews.
5. Ensure accurate monthly information and documentation is provided to ensure payroll processing is timely and accurate.
6. Work with the CEO and finance team to create the payroll budget and headcount.
7. Responsible for the HR budget and management of any external HR suppliers.
8. Oversee the training programme including sourcing training providers for mandatory training ensuring value for money.
9. Ensure that the HR function is GDPR compliant with regard to job applicants, staff and volunteer data.

Other Duties

1. To ensure compliance with the organisations policies and with insurance and statutory requirements, particularly health and safety.
2. To actively promote a positive image of Community Alliance and represent Community Alliance as required.
3. To undertake any task that may be requested from time to time by the Board or CEO as may be consistent with the nature and scope of the post.

Personal Development and Training

1. To proactively participate in team meetings and 1-2-1 supervision meetings.
2. To undertake training and development as agreed with the line manager.
3. To be a positive force in the staff team taking personal responsibility for ensuring good morale and work relations are maintained.

Human Resources Manager Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Chartered CIPD membership and / or postgraduate qualification in either Human Resources Management or Employment Law, or working towards these qualifications 	<ul style="list-style-type: none"> • Education to degree level
Experience	<ul style="list-style-type: none"> • Generalist HR experience and a good working knowledge of HR systems • Experience at recruitment interviewing and assessment, including at a senior level • First-hand experience of providing HR support for organisational change • Experience of writing and implementing employment policies and procedures 	<ul style="list-style-type: none"> • Experience in a HR role within private sector and / or "not for profit" organisations employing at least 50 people • Previous experience of designing and delivering HR training/briefings for managers • Experience of managing budgets
Skills	<ul style="list-style-type: none"> • Excellent verbal, presentation and written communication skills • Excellent IT skills, including MS Office package • Ability to plan, prioritise and delegate and to work closely within a busy team / able to work independently and confidentially • Ability to work to tight deadlines and under pressure • Ability to deal professionally, tactfully and confidently with people at all levels, both internal and external audiences 	
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of relevant legislative framework and HR best practice, including equality, employment, immigration and data protection 	<ul style="list-style-type: none"> • Understanding the issues inherent in operating within a geographically dispersed organisation • Interest in current community and / or environmental issues