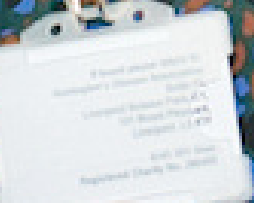




Huntington's
Disease
Association

Human Resources Manager



About the Huntington's Disease Association

What is Huntington's disease?

Huntington's disease is a life-limiting, genetic disorder that causes the breakdown of nerve cells in the brain.

It is caused by a faulty gene and is passed down through families. If a person inherits the gene they will develop the disease. Every child conceived naturally to a parent who carries the Huntington's gene has a 50% chance of inheriting it.

Huntington's leads to symptoms affecting three main areas, movement, behaviour and cognition.

Although there is, as yet, no cure, some symptoms can be managed to improve the person's quality of life.

What do we do?

The Huntington's Disease Association provides specialist support to people affected by Huntington's disease across England and Wales.

The charity was founded in 1971 after a family who had been given a diagnosis of Huntington's put a letter in the local paper asking if anyone knew of any other families in a similar situation. It began as a self-help group with 76 members and was known initially as the Association to Combat Huntington's Chorea, later becoming the Huntington's Disease Association.

We raise awareness of Huntington's disease and offer practical advice and support, training to health and social care professionals and fund research into the disease. We want a better life for anyone affected by Huntington's disease.

Approximately 8000 people in the UK are currently living with Huntington's disease



We support over 8000 people in England and Wales



A further 32,000 are at risk of developing the disease



HDYES support over 700 individuals



We have a membership of over 5000 people, both Huntington's disease family members and professionals.



28k people visit our website each month



Our VISION

Together we will build a better life for anyone affected by Huntington's disease.

Our MISSION

To enable everyone affected by Huntington's disease to live life to their full potential by:

- *Improving care and support*
- *Educating families and the professionals who work with them*
- *Championing the needs of the Huntington's community by working together*
- *Influencing decision-makers to tackle discrimination and secure equity of access to services*

Our VALUES

We are:

Tenacious, Experienced, Compassionate, Inclusive, Inspirational



We will ensure everyone affected by Huntington's disease gets the care and support they need



We will help make each day with Huntington's disease the best possible day



We will make sure the voices of people affected by Huntington's disease are heard and are at the heart of everything we do



We will not rest until everyone with Huntington's disease has access to treatments



We will be a resilient charity

Job description

Job title:

Human Resources Manager

Job type:

Permanent, 35 hours per week (Full-time)

Responsible to:

Head of Operations and PA to CEO

Department:

Operations

Office location:

Hybrid, with at least three days at Central Office (Liverpool)

Salary:

£35,000 per annum

Job purpose:

The Human Resources Manager is responsible for leading the delivery of the Human Resources function of the charity, ensuring that Huntington's Disease Association recruits, retains and develops a diverse, motivated, and skilled workforce.

This role plays a key part in strengthening the infrastructure of the charity as it grows and develops, supporting staff and inputting into strategies that focus on wellbeing, equality, diversity and inclusion, reward and recognition, and learning and development, to ensure employees across the organisation have the skills, resilience and resources they need to carry out their work.

Reporting to the Head of Operations, the Human Resources Manager supports the smooth running of the HR function and the management of effective and confidential administrative systems and processes to deliver day to day HR services. The Human Resources Manager manages the employee journey through all stages of the work cycle from recruitment, retention, development, performance and wellness to departure. They act as first point of contact for HR related queries, seeking support or signposting to third party employment law advisors as relevant.

The Human Resources Manager ensures the charity is compliant with employment law, other relevant legislation and best practice and seeks the continuous improvement of Human Resources systems, policies and procedures.

Main duties

Strategy and compliance

- 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.
- Provide accurate and timely reporting to support and inform operational and strategic decision making and compliance with statutory requirements such as the annual audit.
- Contribute to and deliver against the charity's organisational strategy.
- Work with the Senior Management team to develop and input into strategies and initiatives to enable all staff to achieve their fullest potential, including but not limited to, equality, diversity and inclusion, learning and development, employee wellbeing and reward and recognition.
- Champion Equality, Diversity and Inclusion, participating in the EDI focus group and ensuring diversity and inclusion principles are embedded into the culture of the organisation and in HR practices.
- Support senior managers to maintain and develop a positive organisational culture, with employee consultation and engagement at the heart of decision-making.
- Work with the Head of Operations to ensure the charity has effective Human Resources policies, processes and procedures to recruit, retain and develop a diverse, motivated, and skilled workforce, though consultation with agreed third party employment law advisers.
- 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 mandatory training of employees and volunteers is arranged and refreshed within relevant timescales.

HR and guidance

- Act as first point of contact for HR queries within the organisation.
- 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.
- Signpost line managers and senior management staff to the agreed third-party employment law advisors, for complex HR advice to ensure legal compliance.
- Work with the Head of Operations to ensure that the charity has relevant external HR consultants or HR management tools in place (e.g. BreatheHR) as deemed necessary.

Recruitment and retention

- Manage end to end recruitment processes, from advertisement and interview to onboarding and induction.
- Ensure recruiting managers are supported throughout the recruitment process to find high quality and diverse candidates and advised on appropriate advertising methods and platforms.
- Ensure that staff involved in recruitment and selection procedures are properly trained.
- Oversee the anonymous selection process, ensuring that identifiable information is removed from CVs and cover letters prior to interview shortlisting to eliminate unconscious bias and promote diversity and inclusion.
- Work with operations team colleagues to arrange in person and online interviews, leading on communication with the panel and interview candidates.
- Prepare contracts of employment and ensure safer recruitment checks are undertaken for all employees, prospective employees and volunteers including DBS, Right to Work and references.
- Ensure new staff and volunteers have a thorough induction and introduction to their role, including the opportunity to learn more about the work of the charity and the responsibility of each department.
- Work with Operations team colleagues, to ensure relevant health and safety procedures are followed by those with line management responsibility for new staff, including home working risk assessment and DSE assessment.
- Work with Operations team colleagues to ensure new employees are provided with the resources and tools they need to carry out their respective roles.
- Ensure probationary review procedures are followed by those with line management responsibility.
- Seek the continual improvement of recruitment and onboarding processes, adapting to the ever-changing job market, to improve recruitment and retention.
- Work with senior management to ensure that all staff receive the opportunity to develop their knowledge and skills through learning and development, sourcing training providers and solutions are required.
- Work with senior management to periodically review employee benefits and assistance programmes, introducing and regularly promoting new initiatives as appropriate to contribute to staff recruitment, well-being and retention and help shape organisational culture.
- Manage the process when an employee decides to leave the organisation, liaising with relevant colleagues to close down the role, facilitate a handover, arrange the return of equipment and arrange final payment.

HR Administration

- Maintain and develop the charity's HR system (currently BreatheHR), ensuring that employee records are up to date and that processes are efficient and effective.
- Accurately calculate annual leave and bank holiday entitlements annually and arrange the close down of the annual leave year and opening of the new in line with the financial year timescale.
- Manage employee absence processes and ensure employee absence is recorded promptly and that relevant parties are kept informed.
- Ensure employee training records are kept up to date and that training reports are sent to the senior management team on request.
- Conduct regular audits to identify areas of non-compliance, liaising with line managers as required to mitigate risk and recommend corrective action.
- Work with the Senior Management Team to develop and implement performance management systems within the organisation.
- Support line managers within the charity in the progression of all disciplinary and capability matters, bringing them to a swift and satisfactory conclusion.
- Work with the senior management team to advise on and assist with workforce change, such as role changes, restructures and redundancies.
- Minute HR meetings where necessary, including but not limited to those relating to role changes, performance, grievance, wellbeing and capability.
- Ensure that the charity's overall suite of policies and procedures is easily accessible and periodically circulated to staff.
- Draft and circulate, or support line managers with, people management correspondence, such as contracts of employment, contract variations or adhoc letters.
- Build excellent working relationships with key HR suppliers, working with the Head of Operations and Data Manager to ensure appropriate contracts in place.
- Regularly review third party HR services and systems to assess their efficiency and value to ensure they are cost effective and remain fit for purpose.
- Ensure sensitive and confidential Charity and personnel information and documents are stored securely and that those with access exercise high discretion and diplomacy.

Remuneration

- Carry out full audit of monthly staff expenses, ensuring claim details are accurate and clear and relevant supporting paperwork has been provided.
- Work with the Head of Operations and Head of Finance to oversee monthly payroll administration, collating and calculating salary changes and providing accurate payroll notes to the third-party payroll provider 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, providing accurate pension reports to the third-party payroll and pension providers each month so that relevant employer and employee contributions can be deducted.
- Lead on the administration of various employee benefit schemes, including medicash, travel to work, cycle to work, workplace parking and payroll giving, ensuring relevant contracts are in place and providing accurate submissions to the third-party payroll provider each month so that contributions can be deducted.
- 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.
- Maintain an effective working relationship with colleagues and third-party providers involved in the payroll process to help deal with enquires from staff and ensure that any issues are resolved efficiently.
- Work with the Head of Finance to provide salary schedules to the Remuneration committee to support any period salary reviews.
- Draft and circulate communication to employees with details of any changes to their salary as required.

Other duties

- Plan and participate in staff supervision and appraisals as required.
- Attend personal development and training activities as agreed/directed by line manager.
- Attend and contribute to team and charity-wide meetings.
- Work collaboratively with colleagues from other teams across the organisation.
- Be familiar with and adhere to relevant legislation.
- Understand our obligations under the Data Protection Act and Fundraising Codes of Practice about data management and ensure the Huntington's Disease Association acts in accordance with legislation.
- Respect the confidentiality of all information obtained whilst working for the Huntington's Disease Association.
- Work in a manner that facilitates inclusion, particularly of people affected by Huntington's disease.
- Undertake any other duties as directed to meet the needs of the service.



General

All applicants must be able to demonstrate the right to work in the UK and are subject to a three-month probationary period.

Details of how data provided as part of the recruitment process is securely handled can be found in our [privacy notice for job applicants](#) on our website.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Out of pocket expenses including travel and mileage allowances are paid on receipt of appropriate claim forms and invoices/receipts in line with relevant policies.

The post holder is expected to work in the areas stated above, but may be required to work anywhere in England and Wales as the needs of the service dictates. There is an expectation that the post holder will work occasional evenings and weekends. Time is normally taken back in lieu of hours worked.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The post holder is therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action by the Huntington's Disease Association. Any information given is completely confidential and considered only in relation to the positions to which the Order applies.

The successful applicant is required to complete an online enhanced DBS (Disclosure and Barring Service) application prior to joining the charity. This is completed at the expense of the charity.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.

The post holder is expected to undertake training and retraining throughout their employment and is expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.

Person specification

	Essential or Desirable	How identified
Experience		
Substantial experience of working in a HR role (at least two years)	E	Application and interview
CIPD qualified (Level 3+), or equivalent qualification	D	Application and interview
Experience of leading or overseeing the implementation of new HR systems, policies and processes	E	Application and interview
Experience of administrating payroll and benefits	D	Application and interview
Experience of working in the charity sector	D	Application and interview
Experience of using HR management software (such as BreatheHR)	E	Application and interview
Experience of work working with a wide range of internal stakeholders to understand the needs and requirements of all employees	E	Application and interview
Knowledge and skills		
Understand recruitment practices, including the principles of safer recruitment involving DBS, reference and Right to Work checks	E	Application and interview
Understand the employee work cycle and associated administrative tasks and HR procedures	E	Application and interview
Working knowledge of employment law, the Equality Act and UK General Data Protection Regulations and HR best practice	E	Application and interview
Excellent, clear and concise communication skills, both verbally and in writing	E	Application and interview
Excellent record keeping skills	E	Application and interview

	Essential or Desirable	How identified
Proven ability to work at pace, with excellent attention to detail	E	Application and interview
Well organised with good time management skills and the ability to manage competing priorities	E	Application and interview
Able to work well in a team and build rapport and collaboration across the charity	E	Application and interview
Strong I.T proficiency in Microsoft office programmes, and other I.T systems such as CRMs, Adobe, Canva, Trello, Gsuite etc	E	Application and interview
Confident working on own initiative	E	Application and interview
Excellent numeracy skills and ability to calculate routine HR related calculations, such as salary changes and leave entitlement	E	Application and interview
Confident in giving advice and guidance to senior colleagues	E	Application and interview
Ability to maintain discretion and confidentiality	E	Application and interview
Ability to lead projects through from inception to a successful timely conclusion	E	Application and interview
Personal attributes		
A pro-active can-do attitude	E	Application and interview
Self-motivated, punctual, reliable, able to maintain confidentiality	E	Application and interview
Able to work calmly under pressure	E	Application and interview
Commitment to own continuing personal development	E	Application and interview
Enjoys working with people and problem solving	E	Application and interview

	Essential or Desirable	How identified
Has a vision for how working practices and culture can develop and improve	E	Application and interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	E	Application and interview
Commitment to the vision, mission and values of the Huntington's Disease Association	E	Application and interview

Employment benefits



Medicash

Discounted Health Club Membership

Health and stress related support through a 24-hour helpline

Skin vision - skin health related tracker

Virtual GP and prescription service

Optical care

Routine dental treatments



Salary deduction travel to work scheme

Interest-free loan of up to £10,000 per year to cover the cost of a season ticket for your travel to and from work. Repayments can be spread over 12 months. Central office staff only



Salary deduction workplace parking scheme

Interest free loan to cover the cost of your parking permit. Repayments can be spread over 12 months. Central office staff only



Salary sacrifice cycle to work scheme

Receive a brand new bike and cycling accessories of your choice for use in commuting to and from work. Deductions are taken from gross salary providing tax savings. Central office staff only



Generous annual leave

25 days plus bank holidays (pro rata) plus 3 hour shutdown on Christmas Eve and New Year's Eve



Tax-free working from home allowance

For fully remote staff - annual payment



Learning and development opportunities

Both organisation-wide and individual training



Flexibility

Working arrangements flexible to meet the needs of our employees



Pension

3% employer contribution to workplace pension



How to apply

If you would like to be considered for this role, please apply below.

To ensure your application is considered, please upload both your CV and a cover letter. Your cover letter should include why you are applying for the role and how you meet the requirements of the person specification.

Applications submitted without a CV and cover letter will **not** be considered.

[Apply here](#)

As an organisation we value diversity and we are committed to equal opportunities in our recruitment process. Should you need any adjustments at any stage of the recruitment process, please contact us via recruitment@hda.org.uk or 0151 331 5444 (option 4). We collect monitoring data via a form sent to you following your application to ensure our recruitment processes are inclusive and reaching a diverse range of candidates. This will not form part of the selection process in any way, the data collected will be used for monitoring purposes only and the completion of the form is voluntary.

The Huntington's Disease Association is looking for someone with the ability to work in a way that promotes the safety and wellbeing of adults at risk, children and young people. We follow safer recruitment practices to ensure we are safeguarding the people we work with. We require the successful candidate to provide two employment references and undergo a Disclosure and Barring Service (DBS) check for enhance disclosure before joining the charity.

Full details of how we securely handle the data you provide to us as part of the recruitment process can be found in our [privacy notice for job applicants](#) on our website.

Closing date for applications is Friday 26 April 2024, 5 pm.

Interviews will be held Thursday 9 May 2024.

Get in touch

For further information about the role contact us

email **recruitment@hda.org.uk**

phone **0151 331 5444 (option 4)**

Further information

For further information about Huntington's disease and the charity

www.hda.org.uk

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 Huntington's Disease Association

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Inspired by our community