



<b>Job Description:</b>	People (HR) Advisor
<b>Special Terms:</b>	Full-Time 37 Hours per week Permanent - <i>Hybrid working (ideally two days in our centre in Manchester)</i>
<b>Salary:</b>	£32,281 + 10% pension
<b>Accountable to:</b>	Deputy Director of People
<b>Accountable for:</b>	Volunteers

## Role Summary

LGBT Foundation is an impactful, vibrant charity with a wide portfolio of well-established services and rapidly developing new initiatives aimed at meeting the needs of lesbian, gay, bisexual, and trans people. We are looking for a People Advisor to support in providing advice, guidance, and clarity for all colleagues on various HR and recruitment systems and processes. The People Advisor works alongside the rest of "Team People" which also comprises of Organisational Development, Volunteer Programme and Centre Operations - working to ensure that LGBT Foundation has the best working environment and processes possible for its colleagues.

We are taking positive action to encourage applications from people of colour (PoC) and other racially minoritised communities, trans\*, non-binary, and/or older people (aged 50+), to improve the representation of colleagues from these communities in our staff team.

\*Trans is an umbrella & inclusive term used to describe people whose gender identity differs in some way from that which they were assigned at birth; including non-binary people, cross-dressers, and those who partially or incompletely identify with their sex assigned at birth.

## Role Accountabilities

### 1. Support with the implementation of the People Strategy

- Support the workforce and develop skills through training and leadership programmes, talent retention and fair and inclusive recruitment processes. This is to ensure we recruit and retain a diverse, well-supported and empowered team.
- Develop and implement ways to maintain morale and wellbeing across the workforce to ensure resilience and help to create an empowering culture where colleagues can achieve their full potential.

**2. Ensuring all HR and operational policies and procedures are implemented across the organisation,** and helping to support colleagues and advise SLT where they are not adhered to or pose a risk to the organisation.

- Supporting LGBT Foundation's Policies to ensure they are updated regularly and support in drafting updates for existing and brand-new policies relating to our People, including researching best practice.
- Develop new processes and procedures in line with our policies and practice to support line managers and colleagues.
- Provide training to individuals and the wider team on HR and People processes when required.

**3. Giving support and advice to all levels of the organisation with all matters regarding HR policy and procedure** to ensure effective and efficient management of attendance, performance, misconduct, employee dispute resolution.

- Ensure that guidance and advice remain up to date based on current legislation, case law and HR best practice.
- Support the Deputy Director of People with complex and contentious cases, investigations, and appeals.
- Supporting the senior leadership team by providing robust advice on a variety of People related cases and initiatives.
- Support line managers (and individuals) on navigating formal processes to ensure legal compliance, fairness, and consistency.
- Support in creating employment-related documentation when required and ensuring the organisation has up to date and relevant records in line with employment law.

**4. Ensure that the organisation's training and development aims are delivered.**

- Support in implementing the training and development needs of the organisation as part of the people strategy, including evaluation as part of a quality cycle.
- Ensure all line managers conduct regular, consistent, and supportive one to ones, appraisals, specifically concerning professional development needs of individuals in line with careers objectives where appropriate.
- Deliver and/or organise HR and organisational training in line with the quality cycle, including GDPR, line management and any other related areas to ensure the organisation and its colleagues stay compliant, with the Deputy Director of People.
- Ensure all colleagues are engaged with and trained in using our HR Management system, People HR.

**5. Oversee and support implementation of our recruitment processes and work alongside colleagues and SLT to work toward the best practice when it comes to fair and inclusive recruitment in line with the organisation's diversity targets and employment law.**

- Ensure the recruitment checklist is followed by all recruiting managers and colleagues.
- Support in implementing up to date training on inclusive recruiting practices.
- Support in designing a range of interview and shortlisting activities.
- Produce and ensure sign off from all employment documentation in line with Employment Law - including retention and storage, throughout the life of the employee journey.
- Assist with all key stages of the employee lifecycle from on-boarding, training and development and through to exit interviews.

**6. Work with the Finance team and other key colleagues to assist in the delivery of monthly payroll processes, including changes, new starters and leavers from LGBT Foundation**

- Complete payroll onboarding of new starters, including HMRC and personal details, on a monthly cycle.
- Assist with calculations for leavers, employees making changes to their pay, and other payroll matters on the same monthly cycle.
- Assist with implementation of wider payroll measures such as organisational pay initiatives, changes to legislation, and special allowances.
- Ensure that the organisation's HR system is accurate at all times as a point of reference for monthly payroll, including holding the responsibility for updating pay and terms information on the HR system for all colleagues.
- Act as a point of contact with our external payroll provider ensuring any changes are captured each month.

## **LGBT Foundation Accountabilities**

- Display a genuine commitment to equality of opportunity and an understanding of the issues faced by all LGBT communities. LGBT Foundation will challenge any discriminatory behaviour or language if it occurs.
- Further, LGBT Foundation has a commitment to using the insight gained through its work to make the organisation more inclusive and representative of all LGBT communities.
- Completion of specific tasks allocated through work plans, project plans and the annual business plan of LGBT Foundation.
- Provision of monthly information (accurate data and informative commentary) within your areas of responsibility for performance management purposes.
- Compliance with LGBT Foundation's policies, procedures, management and monitoring systems.
- We are a learning and development organisation and will consistently provide and support opportunities for staff to exceed theirs and our expectations. In common with all staff, you have a responsibility for drawing attention to your own training needs as well as those of colleagues that you work with that LGBT Foundation will then aim to support you with.
- Any other duties in line with your skills and abilities, as directed by your line manager.
- All staff are expected to maintain a flexible approach to their roles and respond to the LGBT Foundation's changing needs. The responsibilities of this post may be changed subject to review, over a period. This will be done in consultation with the post holder.

## **Person Specification**

We realise that we could miss out on incredible talent joining LGBT Foundation because someone might not see themselves in every single one of these criteria below. For example, research shows that women of colour are less likely to apply to a role if they don't meet all criteria.

Please don't be put off if you feel you don't tick all the boxes below. If you think you could be great for this job, but aren't entirely sure, please apply anyway.

## **Skills & Abilities**

- Excellent interpersonal skills to provide guidance and assistance to employees throughout the organisation.

- Excellent oral and written skills, with the ability to communicate with a diverse range of stakeholders and colleagues.
- Exceptional time management skills and ability to manage a range of competing priorities in a fast-paced environment.
- Excellent people skills, including mediation, sensitivity, and confidentiality.
- Strong resilience and leadership

### Experience

- Experience of managing multiple, complex, competing priorities and a range of stakeholders.
- Experience of day-to-day operational HR support
- Experience of implementing organisational people strategies.
- Experience of providing effective line management and/or general HR support to staff.
- Experience of supporting employee resilience and/or develop organisational cultures that enable resilience.

### Knowledge & Understanding

- An understanding of Employee Relations, Employment Laws and Health & Safety Regulations.
- Knowledge of standard HR policies and procedures. Such as disciplinary, capability, health & safety, and code of conduct. Either through comprehensive work experience or CIPD (level 5 or above) Qualification.
- An understanding of the issues faced by LGBT individuals and communities.
- An understanding of the intersections of oppression and of how power and privilege manifest in the workplace.
- A commitment to inclusion and racial equity.
- Use of transactional HR processes / software.

This role, in common with all staff at LGBT Foundation, will be expected to display a range of competencies specific to their grade and area of work. These will be measured during annual performance appraisals, and there will be an expectation that staff will be able to evidence the ways in which they have met these competencies over the course of the year.

### Terms and Conditions

- (i) **Hours** – 37 hours per week – with an expectation of occasional evening and weekend work.
- (ii) **Annual Leave** – 26 Days per year – rising to 31 days after 5 years' service (*pro rata where appropriate*) – plus bank holidays.

- (iii) **Probation Period** – Post subject to successfully completing a 6-month probationary period.
- (iv) **Hybrid Working** – As an organisation we follow a hybrid method of working. As a result, colleagues work from home and our centre in Manchester. Due to the nature of this role, there will be an expectation for a presence twice a week within our Centre in Manchester. A commute would need to be self-funded so please bear this in mind if you do not live locally.

We understand that working for an LGBT organisation could impact on your identity, community and/or culture. If you would like to discuss this or any aspect of the role further, please contact [Simon Baker](mailto:Simon.baker@lgbt.foundation) on 0345 3 30 30 30 or [Simon.baker@lgbt.foundation](mailto:Simon.baker@lgbt.foundation)