

Job Title:	Human Resources Manager
Reports to:	Director of Finance & Operations
Line Management:	Senior HR Advisor
Location:	Shaw House, Oxford/Flexible Working
Hours:	21 Hours per week
Salary:	£30,000 per year (£50,000 FTE)

About RABI: RABI's core mission is the commitment to address the individual needs of farming people. The charity provides one-to-one expert support, advice, guidance and practical and financial assistance tailored to the individual circumstances of the farming person. Whether it's providing expert advice on benefits potentially available to farming people or accessing mental health support, RABI offers a beacon of hope, touching the lives of thousands of farming people every year.

Key Purpose: As the HR Manager you provide and enable a comprehensive, efficient HR service to the charity, while ensuring legal compliance and best practice, and enabling a positive culture driven by ethics and agreed values.

Key Responsibilities:

- Advising and supporting managers on all RABI employee relations matters, ensuring full compliance with all appropriate legislation and regulations.
- Developing and maintaining positive employee relations, addressing concerns, resolving disputes to promote a positive working culture.
- Management of employee related legal issues, including contracts, terminations and grievances.
- Acting as the preliminary point of contact for the external HR specialist support. such as contracts.
- Developing and implementing recruitment strategies to attract and retain the best possible talent to the charity.
- Leading on the development and improvement of HR policies, KPIs, procedures and initiatives to ensure they are fit for purpose and revised as needed to support changes in legislation and RABI's strategy.
- Leading the development and implementation of strategies to enhance employee satisfaction and retention.
- Working closely with the Learning & Development Manager to implement initiatives for employee development, training and career progression.
- Enabling and overseeing the employment journey from selection to offboarding.
- Leading the development of appropriate performance evaluation systems and processes. Providing guidance to managers on performance feedback, coaching and disciplinary actions as necessary.
- Line management, coaching and development of the Senior HR Advisor.
- Supervising the HR administrative functions, including payroll, benefits and record-keeping.

- Championing a positive and inclusive working environment through the implementation of HR and organisational processes that promote diversity and equality and mitigate bias.
- Contributing to the development and promotion of employee well-being initiatives.
- Managing the HR departmental budget effectively, allocating resources efficiently to support HR initiatives and meet organisational goals.
- Supporting the development and circulation of internal communication for employee related matters.
- Supporting the Senior Leadership Team to manage the impacts of major change initiatives, develop staffing planning and create and monitor ongoing organisational development.

Person Specification:

Essential:

- Proven experience in HR management, preferably in the charity sector or similar non-profit organisation (minimum two years of managerial experience.)
- Current knowledge of Employment Law and predicted trends.
- Level 5 CIPD or equivalent HR related qualification/HR experience.
- Solid organisational and time management skills, with the ability to manage multiple priorities and deadlines.
- Excellent interpersonal skills with a positive attitude towards all stakeholders.
- Self-motivated with a solution-orientated approach.
- Demonstrable ability to uphold the key principles of HR including confidentiality, fairness, integrity, respect.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Possesses a valid UK driving license.

Desirable:

- Level 7 CIPD or equivalent.
- Background in coaching and mentoring.
- Familiarity with farming practices.
- Skills in process improvement.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.

Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.