

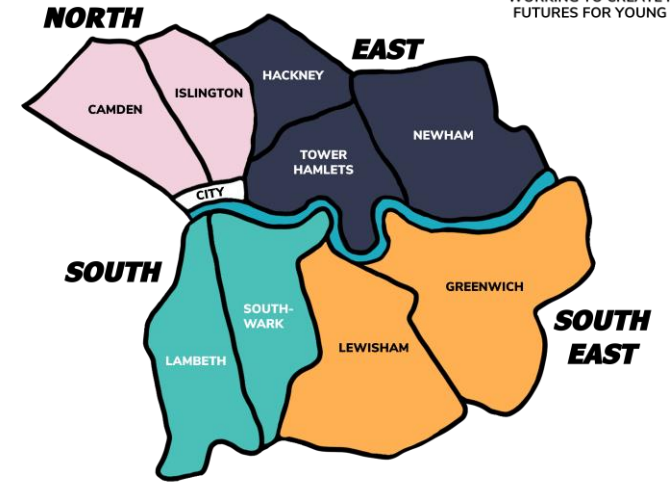
# **SENIOR HUMAN RESOURCES MANAGER**

XLP is a youth work charity working to create positive futures for young people and at the cutting edge of tackling poverty and educational failure in inner London. We deliver holistic, long-term work with young people aged 11 to 25 in schools and communities.

We're looking for a Senior HR Manager who will be a generalist with prior experience of working in a senior level HR capacity. You'll be responsible for the effective provision of comprehensive HR services for XLP, develop highly effective relationships across the team, maintaining a real understanding of their challenges. You'll partner with Line Managers on a range of HR duties encompassing the entire employee life cycle, including updating and reviewing policies and processes, employee relations, recruitment, onboarding/ offboarding, Learning & Development and more. You'll ensure we recruit and retain excellent staff to ensure we're giving our best for young people.

You'll be happy to manage all aspects of HR and the employee lifecycle and not be afraid to work autonomously and get stuck in.

This is a full time, hybrid role, with Mondays – Wednesdays based in our Central London office.



# VALUES

## OUR MISSION

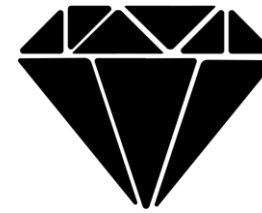
To engage in long-term relationships that empower young people from disadvantaged backgrounds to complete their education, avoid anti-social behaviour, and ultimately become independent and confident contributors within their communities.



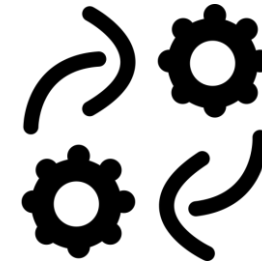
**XLP PUTS YOUNG PEOPLE FIRST**



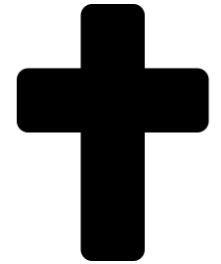
**XLP BELIEVES IN WORKING FOR THE LONG TERM**



**XLP STRIVES FOR EXCELLENCE**



**XLP WORKS TOGETHER WELL**



**XLP IS ROOTED IN CHRIST**

These are the values we live by internally, building us up as an effective community. Candidates are required to support, uphold and sustain these values.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

# **KEY TASKS AND RESPONSIBILITIES**

## **HR Overview and Legal Compliance**

- Develop and implement HR strategies and initiatives aligned with the organisation's objectives and values;
- Promote diversity inside the organisation and help teams comprehend and uphold the core values of XLP;
- Ensure compliance with both UK and international employment law.

## **Employee Lifecycle**

- Lead on all operational aspects of HR duties, including recruitment, onboarding, performance management, and employee relations casework;
- Support managers with all aspects of the employee lifecycle, including onboarding, performance management, offboarding and development;
- Work with the Director of Operations to develop a recruitment and retention strategy;
- Review and improve recruitment, induction and resignation processes;
- Lead on recruitment and selection process, including advising appointing managers on current recruitment legislation and organisational processes and procedures;
- Provide administrative support to recruitment processes including preparing job descriptions, advertising roles, responding to applicants, filing applications, inviting candidates to interview and rejecting unsuccessful candidates;
- Issue offer letters and contracts to new starters and ensure pre-employment checks are completed;
- Arrange induction meetings and coordinate internal induction processes;
- Carry out exit interviews with staff who are leaving.

# **KEY TASKS AND RESPONSIBILITIES**

## **Employee Relations**

- With the Director of Operations, respond to staff queries about policies, procedures and employment terms;
- Be responsible for advising and supporting managers on delivering effective human resource management and for ensuring that best HR practice is always delivered;
- Meet individually with managers to stay abreast of any team issues;
- Provide advice and support with any matters relating to employees, such as performance management, complaints, and grievance procedures;
- Work with the Director of Operations to ensure policies and procedures are kept up to date, in line with changes to employment law;
- Provide training to staff on introduction of new policies, processes and procedures, with the Director of Operations;
- With the Director of Operations, review and improve management tools including Monthly Reviews and Annual Appraisals;
- Assist the Director of Operations in planning team training, away days, and annual 'Kick Off Week'.

## **Staff Records**

- Track HR data and produce reports for Director, Trustee, and wider team meetings;
- Process Payroll data accurately and on time, and work with our external provider;
- Record all training undertaken by staff on our Salesforce system;
- Work with the Director of Operations to introduce and develop an HRIS for XLP;
- Maintain HR filing systems including archiving data as appropriate;
- Maintain records of annual leave and staff absence;
- Draft letters for staff including for pay rises, promotions, change of role, and any other changes to terms and conditions of contracts.

## **Other**

- Carry out any other reasonable ad hoc duties to support the Director of Operations and ensure that the demands of the role are met;
- Be part of the office team, attending staff and departmental meetings.



# WHO YOU ARE

You will be passionate about creating positive futures for young people in inner-city London, and seeing transformation in their lives.

## Key Skills:

- Significant relevant experience in Human Resources in a generalist role;
- Proven experience in managing complex employee relations cases;
- Experience with employee lifecycle procedures;
- CIPD Level 5 Qualification;
- Strong knowledge of current employment law and best practice;
- High attention to detail;
- Excellent administrative and organisational skills;
- Good level of numeracy and ability to collate data and produce information in simple formats;
- Excellent written and verbal communications skills;
- Ability to build and maintain good working relationships with staff at all levels;
- Ability to remain calm in challenging situations;
- Ability to carry out duties with tact and diplomacy, maintaining confidentiality at all times;
- Ability to maintain electronic filing systems.

## Useful if you have:

- Experience of the youth work/charity sector;
- Experience of implementing an HRIS.

We are committed to providing ongoing training and support for all our staff in order for them to develop and thrive in their roles.

All XLP staff and volunteers have enhanced DBS disclosures and work within strict child protection guidelines.



## ***Terms of Employment***

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This is a full-time role with occasional evenings and weekends as required.

Location:	City of London, Hybrid (Mon – Wed in the office)
Contract:	Permanent
Salary:	£37,000 - £39,000

## ***How to Apply***

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**How to apply:** You can apply for the role using the online application form at [www.xlp.org.uk/careers](http://www.xlp.org.uk/careers)

**Submission Deadline:** Applications should be completed by midday on **Wednesday 12th June 2024**.

Please note, applications will be reviewed as they come in. We reserve the right to close the deadline earlier if a suitable candidate has been found.

**Interview Process:** Successful candidates will be invited to two stages of interview

If you have any questions about the role, please contact us at [jobs@xlp.org.uk](mailto:jobs@xlp.org.uk)