



JOB DESCRIPTION

Head of HR

Reports to:	Managing Director
Direct reports:	HR and Office Manager
Starting salary:	£45,000-50,000 (FTE) depending on experience (pro rata for hours worked)
Working hours:	14-21 hours with flexibility to work across 3-4 days/week
Annual leave:	24 days pro rata (accruing a day a year up to maximum of 28 days) plus Bank Holidays
Location:	Combination of working from head office (main base, central London), youth hubs and home
Contract Type:	Permanent

The position will involve a combination of office and home working and so the post holder will need to be able to provide a suitable home working environment.

ORGANISATION OUTLINE

Future Men is a specialist charity that provides emotional and practical support for boys and young men. Through our practice-led services, we work with boys and men from childhood to 25 to help them become healthy, dynamic, future men. From structured school programmes and youth hubs, to individual one-to-one sessions and outreach work, we provide the vital support and advocacy that changes boys and young men's lives for the better. We focus our work with boys and men who face structural discrimination and disadvantage, including of race, income, and community.

The most useful gift we can give to young men individually and collectively is the gift of hope and self-belief that comes with finding the tools to foster resilience and navigate their own future. We work to enable boys and men to thrive rather than simply survive. This builds social and community capital and affects issues of poverty, violence, lack of education and aspiration for all.

ROLE OUTLINE

As Head of HR, a newly created role, you will contribute to strategic success of the organisation, providing advice, guidance and support to MD, other directors, managers and Board. You will lead and manage the delivery of our People plans and administrative support for Future Men to ensure that business objectives are delivered and the organisation is able to develop and grow its services, along with improving organisation's culture and character.

You will have a proactive and collaborative approach and be comfortable working at both strategic and operational levels. It is of course vitally important that you have professional expertise and relevant work experience but equally important is a passion for Future Men's mission, our work and values.

Working in a small organisation, there is inevitably a need to be hands on and flexible in your approach in supporting the small team to meet and deliver to objectives.

KEY RESPONSIBILITIES

STRATEGY, SYSTEMS, POLICIES AND PROCEDURES

1. Develop and implement the People strategy with input from colleagues and HR Sub Committee of the Board
2. Be accountable for the achievement of HR business plan objectives
3. Working with the leadership team to address HR requirements as and when the FM structure changes and grows.
4. Keep up to date with current legislative changes and best practice in order to improve and enhance FM's current HR policies and compliance.
5. Ensure that HR processes and systems are simple, efficient and effective

GOVERNANCE RELATED

6. Act as the main contact for HR Sub-Committee and provide secretariat support
7. Produce management information and other reports as required

ORGANISATION CULTURE, LEARNING AND DEVELOPMENT

8. Design, develop and implement new/revised HR and training policies to promote best practice and successfully integrate policies, procedures and services within FM.
9. Champion and oversee employee wellbeing - in policies and procedures, people management and support, reflective practice, learning and development, and communication.
10. Implement annual Learning and Development Plan to support individual and organisational success.
11. To provide advice and coaching to managers on HR related issues
12. Champion a performance culture – promote, enable and monitor performance management within induction, probation, supervision, disciplinary and capability procedures.
13. Maintain a good awareness of strategy and organisational issues, and proactively identify related HR risks and opportunities.

RECRUITMENT

13. Contribute to future resourcing needs and workforce planning considerations and ensure that recruitment and selection process are robust and provide value for money
14. Scope and manage all the core aspects of recruitment, induction and probation for new staff (and occasionally Board members and associates/consultants).

15. Support the HR Manager and /or HR Administrator to administer recruitment, induction and probation processes efficiently and on a timely basis.
16. Ensure all staff are familiar with HR systems and processes.

LINE MANAGEMENT AND VENDOR MANAGEMENT

19. Line manage HR & Office Manager. Support and enable the post holder to manage diverse workload including HR management and admin, IT support and training, enquiries management, facilities management, equipment & supplies, programmes admin support, and payroll support.
20. Manage the provision of 3rd party employment law advisers

HR RECORD KEEPING

21. Ensure that HR maintains appropriate systems of data storage including archiving for its employees and volunteers which meet GDPR requirements

OTHER

14. Lead on Health and Safety management and Safeguarding
15. Work with managers to develop and implement effective business planning process.
16. Work with Heads of Programmes to develop skills and capabilities to support programme delivery as required.

STANDARD CLAUSES

17. To carry out other related duties as may from time to time be required to fulfil the mission of FM.
18. To act at all times in the interests of FM.

PERSON SPECIFICATION

We require the post holder to be able to demonstrate that they meet the person specification to a high level. We will be looking for evidence of all these areas during the selection process.

For the right candidate we will keep an open mind on whether you meet the criteria. It is important to us that we recruit someone with the right combination of skills, experience and attributes and we are open to hearing from you why and how you think you are the right person for this position.

EXPERIENCE AND QUALIFICATIONS

- Experience of HR leadership and management, and an understanding of how to ensure practices and policies are appropriate and promote a dynamic culture with highly engaged teams.
- Experience of managing and developing an HR service with a small inhouse team
- Experience of initiating and implementing organisational change
- Experience of working effectively and collaboratively as a member of a senior leadership team
- Experience of building, motivating and inspiring staff and holding them to account through performance management.
- Experience of translating strategic aims into practical plans, identifying and managing risk.
- Experience of reporting at Board level and working with governance advisory committees. (Desirable)
- Experience of overseeing health and safety management (Desirable)
- CIPD Level 7 qualified

KNOWLEDGE

- Good working knowledge of current employment legislation and an understanding of compliance and governance requirements of UK charities.
- Knowledge of health and safety policies/procedures.
- Good understanding of current best practice relating to equality, diversity and inclusion.
- Knowledge and understanding of the Third Sector environment and context (Desirable).

SKILLS AND ABILITIES

- Ability to identify strategic aims, anticipate future demands, opportunities and constraints.
- Excellent interpersonal and communication skills, both oral and written
- Budget management.
- Flexible in approach. Willing to be hands on in providing operational support
- Able to reason through a range of alternatives and their implications and make appropriate recommendations/decisions
- Excellent IT skills, including Office 365, Outlook and Excel
- Able to contribute effectively and constructively as a member of the Senior Leadership Team.

PERSONAL ATTRIBUTES

- Commitment to the vision, mission and values of Future Men.
- Ability to work out of normal working hours occasionally if needed.