

Human Resources Advisor
(Part-time – 24 hours)

We view diversity as fundamental to our success. We welcome and encourage applications from people of all backgrounds and identities, and particularly encourage applications from minority groups.

Villiers Park is a national charity supporting social mobility in the UK working with 14-19 year olds from less advantaged backgrounds to raise academic achievement through the development of personal and employability skills. We are committed to discovering untapped potential, nurturing curiosity, tenacity and creativity. Villiers Park has supported thousands of young people through innovative educational programmes. The charity provides a wealth of opportunities to make the biggest possible difference to its students, including coaching, workshops, masterclasses and subject specific residential courses taught at university level. Villiers Park empowers young people to succeed, helping them discover the tools they need to become the leaders of tomorrow.

The role of standalone HR Advisor has a key role to play in the organisation and provides operational support to our teams in Cambridge, Swindon, Hastings and Tyneside. This role provides an excellent opportunity for a HR professional qualified to CIPD Associate Level (Level 5) to take the next step in their career development and personal growth. There is scope to influence the strategic HR direction of the trust and continue with the implementation of the HR strategy in collaboration with the Executive team. The role is extremely varied and offers the successful applicant the opportunity to attend Senior Leadership Team meetings as an observer and provide input on HR related matters.

Line Management

Reporting to the COO

Job Location

The role is based at the Head Office in Foxton, Cambridge. Currently working from home, with the option for hybrid working on return to the office.

Responsibilities

The HR advisor will take ownership for the following areas:

- Ensuring HR Policies are reviewed and updated on a regular basis, translation of policies into HR processes and ensuring implementation by line managers. Acting as a sounding board for line managers seeking guidance on policy/process implementation and staff management.

- Management of all HR processes including recruitment, on-boarding and exit interviews
- Administration of PeopleHR including training for staff and monthly reporting
- Assist the board with trustee recruitment and skills development
- Management of the termly staff performance and development process ensuring line managers are aware of deadlines and process and arranging training opportunities identified on personal development plans.
- HR administration of volunteers and interns (a growth area for the trust)
- Work closely with the Finance Manager to ensure that all information required for payroll processing and pension administration is provided (starters, leavers and other changes)
- To support the Charity by working with the Executive Team to deliver and shape the People Strategy including conducting regular staff surveys, providing HR metrics and reporting feedback to the Executive leadership team.
- To represent HR on cross-functional project groups including Health and Safety and Safeguarding committees. It is envisaged that the successful candidate would take on the role of the deputy designated safeguarding lead for the trust. The trust would support any training necessary.
- Staying up to date on HR developments, reflecting on impact on the organisation and advising the Executive and Senior Leadership team process and policy change required following changes in law and regulations.
- Manage performance and learning programme and budget
- Assist the COO with any other HR-related duties as required

Person Specification

Essential skills and experience:

- Self-motivated and proactive HR professional accustomed to working in a generalist HR role
- CIPD qualified to Associate level
- Excellent written and verbal communication skills
- Excellent relationship management skills
- Excellent understanding of Employment Law
- Excellent IT skills including a good working knowledge of HR Management systems, preferably People HR.

Desirable skills and experience:

- Previous experience in the Charity sector
- Degree-level qualification
- Understanding of Safeguarding is key to this role. Previous experience is desirable, however training can be provided.

- Experience of Health & Safety Management

Salary £27-32k pro rata, depending on experience.

As we work with young people, the successful candidate will require an enhanced DBS criminal record disclosure which the Trust will arrange.

If you are interested in applying, please go to our website and complete an application form and equal opportunities monitoring form www.villierspark.org.uk/jobs. Please send completed applications to hr@villierspark.org.uk by Wednesday 12th May 2021.