

JOB DESCRIPTION

Job Title:	HR Manager
Responsible to:	Head of Central Services
Responsible for:	HRIS & Insights Officer, HR Officer, 2 x HR Coordinator
Job Purpose:	<ul style="list-style-type: none"> Support the Senior Leadership Team with the implementation of YMCA East Surrey (YMCA ES) corporate strategy and, providing operational leadership to the HR team to ensure a professional and proactive HR service that fully supports the operational priorities of YMCA ES.
Main Responsibilities:	<ul style="list-style-type: none"> Provide professional and operational HR leadership to the HR team, ensuring that the HR team has clear objectives and associated work plans, perform to the highest standards and continues to be seen as a proactive, customer focussed and trusted partner to colleagues across YMCA ES at all levels. Provide leadership and direction to the team to ensure appropriate, effectively risk managed and legally compliant management of Employee Relations issues on behalf of YMCA ES. Plan, develop and manage the delivery of HR projects. Lead on employee reward, ensuring that pay and benefits are fit for purpose, respond to organisational needs, enable us to recruit and retain high quality staff, and are robust and legally compliant, while ensuring effective cost controls. Have operational responsibility for Safeguarding regarding HR practices to ensure a strong and supportive safeguarding culture with appropriately robust systems, processes, understanding and engagement across YMCA ES. Ensure all HR processes are Lean, business focused and maximise the capability of the HRIS and other systems. Oversee the organisational monthly payroll process (delivered by the HR team), ensuring it is processed accurately, on time and meets statutory obligations. Manage the effective identification and selection and oversight of HR service providers and consultants, ensuring that contracts and service delivery meet specified requirements, are effective and value for money Understand UK, sector-wide and wider emerging HR issues, assessing their HR implications for YMCA ES and advising on/developing appropriate organisational approaches. Represent YMCA ES within the sector, and more widely where relevant, developing and maintaining a network of external contacts for effective engagement and collaboration. Ensure the provision of timely and accurate management information and analysis, reports to Trustees, Senior Leadership Team, Senior Managers, and external bodies to support appropriate decisions and actions. Any other duties are required to be performed within the grade and remuneration of the role. <p>We are committed to safeguarding and promoting the welfare of children and young people and adults. This role will require an Enhanced DBS disclosure with barred for children and vulnerable adults. We require you to understand and demonstrate this commitment and attend any required training.</p>

PERSON SPECIFICATION: HR Coordinator

		Essential	Desirable
Qualifications, Education & Training:	<ul style="list-style-type: none"> CIPD Level 5 in Human Resources Practice or equivalent through relevant recent work experience 	X	
Experience:	<ul style="list-style-type: none"> Proven experience in a Human Resources management role including strong experience of successfully leading, managing, motivating and developing HR teams 	X	
	<ul style="list-style-type: none"> Proven experience of effectively working with and influencing senior managers and of building strong and effective relationships 	X	
	<ul style="list-style-type: none"> Experience of working for the NfP/ Third Sector 		X
	<ul style="list-style-type: none"> Strong experience of overseeing the development and continuous improvement of HR processes (including an outsourced payroll) and the functionality of an HRIS 	X	
	<ul style="list-style-type: none"> Experience of managing employee relations casework with a strong understanding of relevant employment law and recent case law outcomes 	X	
	<ul style="list-style-type: none"> A highly developed understanding of different reward structures and approaches and their appropriateness for different organisational settings 	X	
Skills and Abilities	<ul style="list-style-type: none"> Excellent interpersonal and influencing skills, and written and oral communication skills with extensive experience of writing and presenting complex reports and presentations to senior audiences 	X	
	<ul style="list-style-type: none"> Resourceful and innovative with strong experience of understanding organisational priorities and challenges and delivering effective outcomes. Ability and desire to work across operational priorities 	X	
	<ul style="list-style-type: none"> Experience of keeping up to date with and applying good practice in your role and encouraging those that you manage to do the same 	X	
	<ul style="list-style-type: none"> Experience of providing organisation-wide safeguarding guidance, support and advice 	X	
	<ul style="list-style-type: none"> A flexible approach to managing and prioritising a high workload and multiple issues and tasks in a changing environment with tight deadlines 	X	
	<ul style="list-style-type: none"> A significant understanding of confidentiality and Data Protection 	X	
	<ul style="list-style-type: none"> Subject to a satisfactory Enhanced DBS disclosure with barred (children and vulnerable adults) 	X	
	<ul style="list-style-type: none"> Commitment to the values, aims and mission of the YMCA ES 	X	
	<ul style="list-style-type: none"> Understanding and commitment to the equality, diversity and inclusion of staff, service users and stakeholders 	X	