Parentkind

Job Description

Job Title	HR Manager
Location	Home based (with weekly meetings in London)
Salary	£47,000 per annum
Hours	Full time, 09.00 - 17.00 Monday-Friday
Reports to	Head of Operations

Main purpose and scope of the role

The HR Manager will lead Parentkind's day-to-day HR activity and provide accurate, practical advice to the CEO and CFO.

The successful candidate will have a thorough working knowledge of employment law and HR practices. We are looking for someone with the confidence to make clear recommendations to support the charity and deliver difficult decisions and actions.

You will be comfortable making fair, lawful decisions that balance staff needs with the organisation's priorities while managing risk.

The role requires generalist HR experience, a relevant professional HR qualification or equivalent expertise and evidence of up to date HR knowledge. We are particularly interested in candidates who have experience of working in small to medium sized organisations as the sole HR expert, either in the commercial or charity sector.

We welcome applicants from the private sector, previous charity experience is not essential.

The HR Manager will also manage recruitment or appointment, induction, records, policies and checks for Parentkind’s volunteers, including trustees.

The role will involve:

- Provide accurate HR and employment law advice, using independent judgement to make clear recommendations that support Parentkind’s objectives.

- Help managers address performance and maintain professional standards of behaviour.

- Maintain accurate HR records and up-to-date policies.

- Keep up to date with employment law and advise on changes to ensure Parentkind meets its employment obligations.

- Manage recruitment and support employees from joining to leaving, including checks, contracts, records, induction and probation.

- Manage recruitment or appointment, induction and administration for volunteers, including trustees, taking account of their different governance arrangements.

- Manage employee relations cases involving capability, conduct, grievances and absence. Lead or support investigations and formal processes, handling difficult conversations directly and professionally.

- Manage external HR support, involve the external HR consultant when needed and follow through on agreed actions.

General Responsibilities

- To ensure Data Protection procedures are followed at all times.

- To be flexible within the broad remit of the post.

- To undertake other duties within the scope of the role as reasonably requested by the line manager or Chief Executive.

- To attend and participate in Parentkind's performance, development and training programmes.

- To abide by organisational policies, codes of conduct and practices.

- To be responsible for the health, safety, welfare of self, other members of staff and visitors.

- This job description may be amended from time to time and does not form part of the Contract of Employment.

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Person specification

You will bring the expertise and judgement to manage day-to-day HR activity and give clear advice to the CEO and CFO. You must be able to demonstrate the following:

Essential criteria

- A relevant professional HR qualification or equivalent practical expertise, supported by continuing professional development.
- Experienced as the sole HR expert in an SME organisation.
- A thorough working knowledge of UK employment law and HR practice. The ability to turn this knowledge into accurate advice and keep policies current as requirements change.
- Generalist HR experience with responsibility for day-to-day HR activity and the confidence to work independently.
- Experience of managing employee relations cases involving capability, conduct, grievances and absence. The ability to support investigations and formal processes with clear records and timely follow-through.
- Experience of advising senior leaders and managers. The ability to explain options and risks clearly and recommend a practical course of action.
- The confidence to handle difficult conversations and challenge poor performance or unacceptable behaviour. The ability to help managers set clear expectations and take appropriate action.
- Sound commercial judgement. The ability to balance staff needs with Parentkind's priorities and resources while managing risk and ensuring fair and lawful decisions.
- Independent judgement based on facts and employment law. The ability to remain impartial and give candid advice even when it may be unwelcome.
- Experience of recruitment and managing staff processes from joining to leaving. This includes employment checks and contracts as well as probation.
- Experience of maintaining clear HR policies and accurate records. Strong attention to detail and sound judgement when handling confidential information.
- Clear written and verbal communication. The ability to build effective working relationships while maintaining professional boundaries.

- Good organisation and the ability to prioritise competing demands. A willingness to take ownership and see agreed actions through to completion.

Desirable criteria

- Experience of working in a small or medium-sized organisation where the HR role covers a broad range of responsibilities.
- Experience of managing external HR advisers and knowing when specialist advice is needed.
- Experience of supporting or managing volunteers, trustees or other non-employed members of an organisation, including onboarding, records, policies and appropriate checks.
- We welcome applicants from the private sector; previous charity experience is not essential.