



Job Description

Job Details

Job Title	Human Resources Manager
Location:	Edinburgh with some travel across Scotland
Line Manager:	Service Manager
Accountable to:	Board of Directors of People First (Scotland) through the Company Secretary, Executive Committee and Staffing Committee
Hours:	21 hours per week
Salary:	Full Time Equivalent £ 35,000 (this is a part time post)

Main Purpose of Job

The People First (Scotland) Board has identified the need for a new, Human Resource specific role. This person will report to and work directly with the staffing committee of this Disabled Persons User-Led Organisation.

To observe, understand and then provide day to day and excellent support to the staffing committee in their management of all employees and volunteers.

To provide professional support and guidance to that committee in their activity to support and develop the staff team and volunteers.

Working directly with the Committee and Service Manager and committed to the values of this unique national organisation this new post will support and strengthen the infrastructure of People First (Scotland) by reviewing and developing its' Human Resources processes and systems.

The job includes committee support for the appraisal, training and development of an established team of 16 staff. Working with the committee on recruitment and selection of new staff and developing existing practice to ensure ongoing and excellent support to the staff and volunteers working within People First (Scotland).



Tasks, Duties and Responsibilities

Established tasks

- Participate in and facilitate the process of transition from committee support currently offered by the service manager to support offered by this post.
- Support the activity of the People First staffing committee who are all members of People First (Scotland).
- Conduct some day to day tasks which support the management of the staff team including but not exclusive of; leave arrangements, recording of hours, induction processes, training and development.
- Provide relevant reports and information to the staffing committee, service manager and Board of directors in an accessible manner
- Apply professional knowledge in making proposals and recommendations to the committee for their consideration.
- Enhance the confidence and support the skill development of individuals with learning disabilities who participate in the staffing committee
- Support committee members with information and guidance on organisational responsibility regarding employment and volunteer engagement matters.
- Input to support the committee to work with the collective bargaining arrangement which exists within People First (Scotland)

Tasks expected within development

- Support, review and develop the existing processes of staff induction, support, development and appraisal carried out by the committee.
- Establish and develop relevant processes and systems to offer excellent support and development to the staff and volunteer team.
- Apply knowledge of updates and prospective changes in legislation in order to identify implications for People First (Scotland) and recommend revisions to policy and procedures.
- To report to the committee on key Human Resource indicators for organisational health introducing initiatives to continue high staff retention and support staff satisfaction.
- Support the committee by communicating and facilitating implementation of new employment legislation through conducting continuous policy review.



Tasks expected within development (cont'd)

- Support for the committee to take responsibility for the employee and volunteer 'journey' including recruitment, personal and career development and appraisal processes.
- Support for the committee in their shared responsibility with the People First (Scotland) executive committee to consider future and current funding planning.
- Develop with the committee and development worker colleagues systems for the recruitment and support of volunteer advisers for local groups.

Other Duties required in the role

- Provide some direct supervision to colleagues
- Attend and participate in staff team meetings
- Keep accurate records of your own activities for regular reports to funders
- Attend Board meetings of People First (Scotland)
- Authorise (jointly) some payments
- Support practice teachers and student link workers to develop appropriate observational and other timetables for students



Person Specification	
You will be	
You will have	<ul style="list-style-type: none"> • People focused and committed to working in a member-led manner • Motivated and energised by who and what People First (Scotland) is and does • Flexible and open to both supporting and leading change • Ready to offer your professional contribution to the team
Essential Experience/Knowledge	<ul style="list-style-type: none"> • Experience in developing and maintaining aspects of HR function within an organisation • Experience of coaching and nurturing others to meet their own professional and organisational goals • Established and excellent communication skills both verbal and written with proven ability to build diverse, professional relationships • Experience of reporting on and designing activity to support the specific aims and objectives of an organisation
Experience/Knowledge particularly supportive of application	<ul style="list-style-type: none"> • Working experience in Human resources • Ability to motivate others, engage and encourage participation. • Team work • Excellent communication in all forms • High level of literacy and numeracy
	<ul style="list-style-type: none"> • Knowledge of service systems for people with learning disabilities and/or knowledge of the experience of people with learning disabilities in Scottish society • Chartered Institute of Personal Development (CIPD) qualification



Personal Attributes to be fully illustrated in your application	<ul style="list-style-type: none"> • Commitment to social justice, equality and anti-discriminatory and anti-oppressive practice • Highly developed empathic awareness and skilled in empathic communication • Desire to work with others to make People First (Scotland) the best it can be. • Actively demonstrates the values held by People First (Scotland)
--	--

About working with People First (Scotland)	
Salary	£ 35,000 Full Time Equivalent (this is a part time post)
Hours of work	21 hours per week.
Duration of Contract	This is a new position and although the post on appointment is linked to the specific funding for the work, if that funding should reduce or cease, the company will treat this as a redundancy situation and follow the statutory process for redundancy unless terminated before that time for other reasons including discipline
Pension Scheme	Pension allowance of up to 5% of gross salary, matched by the employee's contribution
Leave	25 days annual leave (pro rata) 13 days other holidays (pro rata) Contractual Sick Pay scheme
Other	Car mileage paid at 43p per mile or travel by public transport

How to apply for this post with People First (Scotland)	
Content of your application	<p>Please consider your use of language in all the information that you share when applying, all members of the staffing committee are people with learning disabilities.</p> <p>Please fully consider the job description, structural and other information provided in the application pack before providing your full employment history via your CV.</p>
Application documents to send	<p>In addition to your CV please write a covering letter (one A4 page at most please) which offers a full explanation of your suitability for the post by responding to the two following points;</p> <p>According to the tasks, duties and responsibilities described in the Job description tell us the skills, knowledge and experience that you have developed from paid and unpaid work which make you a good candidate for this post.</p> <p>In response to the person specification and the organisational information supplied provide a description of the attributes and skills that you have and which show you are a strong candidate for this post.</p>
Notable dates for application	<p>The closing date for applications will be Thursday 18th July unless any extension is applied.</p> <p>Shortlisting will take place on or around 25th July unless any extension is applied</p> <p>The proposed dates for interview are Wednesday 31st July and Thursday 1st August unless any extension is applied.</p>

Please send your CV and the covering letter to admin@peoplefirstscotland.org and ensure that the email address and any other contact details that you offer are accurate and up to date.

If you have questions about the job or the application process please make contact also using the admin@peoplefirstscotland.org address or by calling 0131 478 7707.