

JOB DESCRIPTION



Job title: HR Manager

£28,513 - £35,020 pro rata, Edinburgh, 2 days per week

Location: Initially working from home due to ongoing COVID-19 restrictions, this role will be based in our office in central Edinburgh once it is safe to return. You will be expected to undertake work outside of the FoES office when relevant or required and may be expected to undertake domestic travel in the course of your work.

Reporting to: Head of Operations, Friends of the Earth Scotland.

Hours: This is a permanent role, ideally 2 days per week. The post may require some work out of hours, for which time off in lieu will be granted. There will be no payment of overtime.

Salary scale: £28,513 - £35,020 per annum pro rata (£11,405-£14,008)

Responsible for: You may be required to manage volunteers from time to time.

Other: You will receive a pro-rata share of 28 days annual leave plus 11 days statutory holidays. Friends of the Earth Scotland operates a Company Pension Plan with NEST, which includes an ethical option.

Closing date: noon 24th August 2020

Interview date: 2nd September 2020

Starting date ideally in Sept/Oct 2020

Job purpose: This new role provides effective HR support to all areas of Friends of the Earth Scotland.

General remit: You will support the Head of Operations and the Director, and provide advice and guidance to managers on best practice, organisational HR policies, terms and conditions of employment and employment law. You will attend the FoES Management Team meeting for HR related discussions.

The role involves union liaison and negotiation, obtaining legal advice from our retained lawyers, keeping up-to-date with all relevant HR related legal requirements, managing HR administration, revision of the staff handbook, coordinating recruitment processes and oversight of the training budget. You will support staff to understand and exercise their rights and responsibilities. An early piece of work will be to help us to develop and implement anti-racism policies.

Duties:

- To report to and work with the Head of Operations to develop and implement the HR strategy and implement organisational initiatives including on anti-racism
- To ensure that policies and procedures are developed, reviewed and updated as required, including leading the periodic process of updating the staff handbook

- To act as FoES' union liaison to support the management team in union negotiation and consultations, including direct participation in negotiation
- To act as a first point of contact internally for all general HR queries, including helping staff understand and exercise their rights and responsibilities
- To provide advice and guidance to managers on all HR issues
- To maintain a good working knowledge of current HR practices and employment law and relevant case law changes
- To support managers with disciplinary and grievance matters, including taking minutes at hearings, preparing letters and packs, liaising with our retained legal service and advising on options for action
- To ensure absence management procedures for short- and long-term absence are being adhered to
- To take responsibility for the recruitment process, including preparing and placing adverts, helping draft job descriptions, person specifications, interview scripts, offer letters and terms and conditions of employment
- To ensure that all pre-employment checks are conducted and that the accompanying paperwork is filed appropriately
- To ensure a comprehensive induction programme is in place for all new employees
- To take the lead in delivering the organisational induction programme to all new employees
- To coordinate the performance appraisal programme for FoES ensuring that appraisals are conducted in a timely manner
- To work with managers in developing and implementing training plans linked to the appraisal process and to oversee the organisational training budget
- To report on key HR measures as required. Such measures will include absence levels and employee turnover
- To be involved in HR projects or implementing HR strategies as required
- To liaise with the Head of Operations to ensure health and safety training takes place as required
- To develop and maintain appropriate record systems for HR and Health and Safety records
- To manage the volunteer administration

Skills and experience needed

Essential

- at least four years experience in a relevant HR role
- Chartered Institute of Personnel and Development level 5 or equivalent experience
- strong working knowledge of employment law and good practice
- empathetic, with strong interpersonal skills
- excellent verbal and written communication skills
- excellent attention to detail
- experience of supporting managers across all areas of the employee lifecycle
- experience in recruitment and selection
- experience of implementing training and development programmes
- demonstrable commitment to environmental and social justice

Desirable

- good facilitation skills
- experience of union processes and negotiation
- experience of working in the charity/third sector
- experience of using an HR information system
- experience of working or volunteering in the Scottish environmental movement
- familiarity with Mac computers and software

Equal Opportunities

We would particularly like to encourage applications from BIPOC and people most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice who are currently under-represented in the climate and environmental movements in the UK.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application and interview. Where two or more candidates are judged to be of equal merit, priority may be given to a BAME or migrant candidate as these groups are currently under-represented in the climate and environmental movements in the UK.