

**Job Title**

People Manager

Salary

£ 28,000 Full-Time (4 days / week)

Intercultural Youth Scotland operates with a 4-day week, which means that we consider a 32-hour work week to be full time. The position will include all statutory holiday and sick pay benefits, as well as standard pension contributions.

Contract Length

March 2022 – March 2023

(all staff contracts are renewed annually from March 31st, dependent on funding.)

Job Location

Home / Office (due to Covid, otherwise Edinburgh or Glasgow Office)

Reports To

Executive Director

Applications to be emailed to

recruitment@interculturalyouthscotland.org

Closing date: 8th March 2022

PLEASE NOTE: Interviews are scheduled to be held on 15th March 2022. If you are not available that day, please let us know a time that suits you via email or in your application.

Intercultural Youth Scotland

Intercultural Youth Scotland (IYS) is rapidly becoming Scotland's major voice for Black and People of Colour (PoC) children and young people. Established three years ago as a small youth work organisation for Black and PoC youths, we have grown to a team of over 30 staff members – many of us Black and PoC young people ourselves. We aim to make IYS a community, a support and a champion for all Black and PoC children and young people in Scotland.

We centre anti-racism and the experiences of Black and PoC young people in schools, at work and in personal lives through our Mental Health Service and our Education, Restless Natives, and Youth Work programmes. Our governmental and sectoral advocacy is an extension of these priorities, and focuses on upending the entrenched inequalities and structural exclusion that have cut Black and PoC young people out of decision-making that shapes our lives. When IYS join these spaces of decision-making, we are often the only people present directly engaged and connected into the lives of Black and PoC young people. Our growing presence in Scotland emanates from this unique position – as both an advocacy organisation and a community organisation.

Job Overview

We are looking for a creative and proactive person with a passion for antiracist change to join our team as our People Manager. As Scotland's leading antiracist youth charity, we want our internal systems and staff community to reflect our values. Our key question is: what does an antiracist approach to Human Resources look like, and how can we get there? The People Manager will be at the centre of answering this.

The People Manager is responsible for developing and coordinating HR duties, and delivering a people strategy that enables IYS staff to thrive in their roles and help meet our vision. This includes delivering across the entire employment experience, including how we recruit and train staff, how we offboard staff, and how we develop a safe, positive and inclusive work community. You will work closely with the Directors, the Senior Leadership Team and Managers, and will be responsible for managing the HR and Administration Lead.

We're looking for someone with...

- Knowledge and understanding of race and oppressive power structures. Knowledge of how these structures work in organisations, and a creative approach to overcoming them, would be especially valuable.
- Experience of working with managers on human resources work for an organisation or team.
- Understanding of project management principles, and how to manage complex projects effectively.
- Knowledge of Human Resources systems and processes, and how to manage an office space.
- Passion for developing antiracist communities and organisations, and a vision for how to achieve this in IYS.
- Excellent organisational skills, time management and attention to detail.
- Excellent interpersonal skills, and the ability to communicate and coordinate effectively with colleagues across the IYS team.

- A high level of drive, personal commitment and integrity.

Responsibilities and Duties

- Ensure that our antiracist principles are at the heart of the way we work
- Coordinate the roll-out and delivery of anti-oppressive and antiracist projects related to human resources and the work community.
- Manage the HR and Administration Lead, including taking a coaching approach to their development.
- Review, develop and deliver effective human resource processes for every stage of the employment cycle.
- Deliver high quality, accessible administrative processes, systems, policies and contracts.
- Quality assure key human resources processes to support compliance and understanding in all areas, such as for pre-employment checks and other legal requirements.
- Work with the Programme Director on human resource aspects of organisational development initiatives.
- Work closely with management and employees to ensure human resources systems are embedded and sustainable.
- Support managers with capability and performance issues, and raise managers' competence in dealing with employee relations issues (sickness, disciplinary, grievances, concerns during probationary periods, etc.).
- Work with the Programme Director to assess needs and develop a learning and development program for staff.
- Coordinate the delivery of engaging internal workshops and training for staff, such as management development programmes, antiracist practice programmes, and training in use of organisational systems.
- Ensure access to quality equipment for staff
- Organises, plans, and implements inventory activity
- Confirms that health and safety regulations are followed

We value voluntary and paid experiences equally! We understand that people have experiences and skills that can't be captured in formal job experience or qualifications – no matter what your experience level, if you think you'd be a good fit for the job then please apply. We want to see what you've got!

We particularly encourage dark-skinned people, migrants and people who experience multiple marginalities to apply! At IYS, we believe that we need to be representative of the people with whom we work. Therefore, we aim for our staff team to

represent the multiple experiences of Black people and people of colour in Scotland. The young people with whom we work need to trust that our team understand their experience as well as possible.

The post-holder may need to undergo a PVG check, with the support of our team.
General Accountabilities

1. This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body depending on the geographic location of the role.
2. Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and young people who come into contact with our services, or by appropriately reporting concerns about any child or young person.
3. To promote equality, inclusion, respect and fairness and where applicable to manage diversity in all areas of planning and service delivery, through an active involvement in implementing our equality and diversity policy.
4. To commit to IYS' core aim of 'keeping the child at the center', and to promote and incorporate IYS' Participation Strategy as appropriate to your role.
5. To be familiar with and comply with Health & Safety procedures and policy. In the event of any serious risk, take immediate action to reduce this risk and inform line management.
6. IYS operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities.
7. Such other duties that occasionally arise, which fall within the purpose of the post.
8. To work cross functionally with other departments and countries to ensure that IYS' values and strategic objectives are achieved and maintained.

Application Form

If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to

recruitment@interculturalyouthscotland.org CVs will not be accepted. Please refer to the **job description** when you complete the personal statement section.

Please be aware that if there is a large volume of applications, Intercultural Youth Scotland may not inform candidates of the outcome of their application. If you have not heard from us within four weeks of the closing date, please assume that you have not been successful in your application.

Data Protection Notice: Intercultural Youth Scotland will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.

Important – read carefully before submitting application I certify that all statements made by me in this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.	
Position applied for:	
1. Personal details:	
First name:	Surname:
Address: Postcode:	Tel (home): Tel (mobile): Email:

2. Employment history:

Name of current/most recent employer: Address:	Dates employed: From: To: Present salary: Notice period: none
Position held:	

Outline of main duties and responsibilities:	
Reason for leaving or considering leaving:	
Previous employment:	
Dates of employment: From/to:	Employer:

Main duties/responsibilities:

Reason for leaving:

Dates of employment:

Employer:

From/to: Job title:

Main duties/responsibilities:

Reason for leaving:

Dates of employment:

Employer:

From/to: Job title:

Main duties/responsibilities:

Reason for leaving: Dates of employment: From/to:	Employer: Job title:
Main duties/responsibilities:	
Reason for leaving:	
3. Education	
Further/Higher Education	
Institution's name:	

Qualification	Subjects	Grade and year obtained
Further/Higher Education		
Institution's Name:		
Qualification	Subjects	Grade and year obtained
Secondary Education		

Institution's name:

Qualification	Subjects	Grade and year obtained

Membership of professional bodies		
Name of institution	Description of membership	Date awarded

Specialised training (relevant to your application)
Such as further study (private, postgraduate), Continuing Professional Development (CPD) - give any qualifications obtained and date of award

4. Personal statement:

Use this section to show how your skills and experience **match the criteria indicated in the overview and responsibilities**. You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements. (Please limit this section to no more than 2 pages (of Arial 12pt font))

5. Other information
Please use this section to provide any additional information you feel is relevant to your application e.g., voluntary work, personal achievements, other interests

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6. References
Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant.
Employer's name: Referee's name: Position: Address: Phone number: Email: Relation to applicant: Employer's name: Referee's name: Position: Address: Phone number: Email: Relation to applicant:

7. Additional information: (Delete as appropriate)
Do you have a full and current Driving Licence?
Do you require a Work Permit to work in the UK?

Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.

How did you first become aware of this vacancy? Please indicate only one. ☐ (Please specify)