

## HR Adviser

### Job Description



<b>Responsible to:</b>	Head of Resource & Development
<b>Job Summary:</b>	Families Outside is the only national charity in Scotland that works solely to support families affected by imprisonment. Working closely with all managers and employees across the organisation, the postholder will offer advice and support where required, whilst supporting Families Outside to recruit, induct, support, and retain high quality staff and volunteers to improve outcomes for families affected by imprisonment. The HR Advisor role will provide employee-focused advice and support, utilising excellent communication, coaching, and influencing skills to drive employee engagement.
<b>Salary:</b>	SJC scale points 29-34 (£27,775 - £32,195) pro rata and updated annually subject to appraisal and where funds allow.
<b>Hours:</b>	21 hours per week
<b>Location:</b>	This post is based in the Edinburgh office, with scope for some home working.
<b>Probation:</b>	A probationary period of 6 months will apply.
<b>Holidays:</b>	25 working days per year, plus 10 Public Holidays increasing to 27 days after five years of service (pro rata).
<b>Pension:</b>	The pension scheme is a Group Stakeholder Pension Scheme. Employees can choose to opt out of the scheme, but not doing this means automatic enrolment. Families Outside will contribute 4% to the scheme. Employees choose their own level of contribution, but the combined total is required to be at least 7%.

Key accountabilities	Tasks
<b>Support Families Outside to recruit, induct, support, and retain high quality staff</b>	<p>Develop and implement recruitment processes for staff and volunteers, including drafting of job descriptions and advertisements, sifting of applications, assembly of interview panel, and drafting interview questions and relevant exercises.</p> <p>Alongside Line Managers, develop and deliver a comprehensive induction programme for new paid staff.</p> <p>Ensure all staff are aware of and comply with Families Outside policies and guidance, developing and delivering internal training where necessary to support this.</p> <p>Support paid staff to develop and maintain their skills and training to ensure they have the proficiency required for their roles, identifying skills gaps and arranging appropriate training as necessary.</p> <p>Develop and maintain a system to ensure that learning from training and events is cascaded as appropriate to other members of the staff team.</p> <p>Support Line Manager to ensure that 'return to work' interviews are conducted with staff following sick leave or other absence from work (other than holidays).</p> <p>Advise Line Managers in relation to HR issues for staff, reporting to the Head of Resource &amp; Development and liaising with external HR support where needed.</p> <p>Conduct internal surveys to gather employee feedback and identify areas of improvement.</p>
<b>Promote positive policies and performance</b>	<p>Create, review, and revise Families Outside policies and guidance, ensuring they comply with relevant legislation and remain fit for purpose.</p> <p>Support the Head of Resources to develop and implement consistent processes for staff Performance Objective meetings and appraisals.</p> <p>Maintain an HR database for all employee records and files, including leave, sickness absence, disciplinaries and performance management.</p> <p>Monitor recruitment metrics such as retention rates and staff turnover, reporting to Head of Resource &amp; Development and Senior Management Team.</p>
<b>General tasks and responsibilities</b>	<p>Adhere to and maintain professional boundaries at all times by following Families Outside organisational policies, working within the aims and objectives of the charity.</p> <p>Participate in staff meetings and in Families Outside events as required.</p> <p>Bring to the attention of the Head of Resource &amp; Development, or in their absence, the Chief Executive, any situation that may compromise the organisation's position.</p> <p>Actively engage in internal and external communications.</p> <p>Attend relevant and appropriate training courses.</p>

All staff are expected to undertake any other reasonable duties as required and appropriate to the role. All staff should seek support from their line manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

Additional duties will be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

This post may be subject to a disclosure check carried out through Volunteer Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Person Specification - Selection Criteria	Essential	Desirable
<b>Education</b>		
A relevant professional qualification (e.g. Human Resources, CIPD)	*	
<b>Previous Experience</b>		
Minimum of two years' experience of working in Human Resources	*	
Experience of working in a third sector organisation		*
Experience of supervising staff		*
Some knowledge of the criminal justice system		*
<b>Skills and Abilities</b>		
Excellent negotiation, communication, and interpersonal skills	*	
Knowledge of relevant HR policies and procedures and current legislation	*	
Skills in information gathering, analysis, and interpretation	*	
Experience in setting and maintaining professional boundaries	*	
Ability to work independently and as part of a team	*	
The ability to deal with work pressures, exercise sound judgement, manage time effectively, meet deadlines, and to organise and set priorities for your own work and for the work of others	*	
Excellent written and oral communication, as well as organisational skills	*	
Strong analytical skills with the ability to manipulate data and prepare management reports	*	
Ability to understand and empathise with the needs of families affected by imprisonment	*	
Valid driving licence and access to a car for work purposes		*
<b>Personal Qualities</b>		
Understand and demonstrate commitment to the aims and values of Families Outside	*	
Approachable, adaptable, respectful, honest, punctual, reliable, and trustworthy	*	
Self-aware, regularly reflecting on your work and its impact on target audiences	*	
Non-judgemental, approachable and reliable, calm attitude, and able to maintain confidentiality and personal boundaries	*	
Willing to undertake relevant training, and commitment to personal development	*	