



## About The Learning through Landscapes Trust

We are the leading school grounds charity in the UK. At LtL we enrich the lives of children and young people throughout their education by helping them to connect with nature, become more active, play and learn outdoors, develop social skills and have fun.

### Working for LtL

In our most recent, anonymous, staff satisfaction survey, 100% of staff said they feel proud to work for LtL. This confidence is based on professionalism: all staff reported their experience that LtL offers high quality services to our clients. This is borne out by repeat business and the longevity of our partnerships.

The team at LtL has a wide range of professional skills including teaching, childcare, landscape architecture, fundraising, programme management and business administration.

As a relatively small organisation, collaboration and variety are key and we've built a very strong and supportive team spirit. LtL is a tightly run ship, with a purposeful culture where everyone's contribution counts.

If you like to hide away at work, this is not a place for you, but if you like to get things done and be valued for contributing, then LtL is a great place to be.

### About our Work

Our work focuses on the education of 2-18 year olds, by supporting teachers and practitioners, as well as children and young people directly. We are a grant giving organisation that has levied over £30 million into schools across the UK.

Founded over 30 years ago, our offices are in Winchester and Stirling, with team members based throughout the UK. We have a UK and international brief and operate through advocacy, research, membership, training and delivery.

We are honoured to have Sir David Attenborough as one of our patrons and a founding board member. He, along with our dynamic and experienced board of trustees, make LtL a sector leader.

### Our Vision

Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature are recognised as fundamental parts of education, at every stage, for every child and young person.

## Our Mission

We inspire and enable positive outdoor experiences through cultural change, and the transformation of school grounds and outdoor community spaces. In so doing, we encourage greater appreciation of the environment and access to nature. As advocates of experiential learning we are committed to promoting the benefits it brings to health, wellbeing and whole person development. We achieve our mission by training, education and advocacy, and a professional approach to our charitable operations.

## Our Values

### ***Empowering***

We work with others to help them achieve their potential and to find a personal response to their own needs.

### ***Influential***

Since 1990 we have been developing practical experience and professional know-how. This gives credibility to our advocacy for change in the policy environment and to our innovative approaches.

### ***Inspiring***

We motivate others through sharing great ideas and inspiring the 'art of the possible'.

### ***Participative***

When striving for physical or cultural change our core approach is to participate with, listen and respond to the voices of those impacted.

### ***Scientific***

We believe that practice should be research led. We devise projects that embed and promote the importance of scientific enquiry through partnership, practice and education.

### ***Sustainable***

At the heart of everything we do is a vision of sustainability and effective use of resources.

Further information about our work can be found at [www.LtL.org.uk](http://www.LtL.org.uk)

## How to Apply:

Please read the job description and person specification fully. For further information or to apply for this post please email [recruitment@LtL.org.uk](mailto:recruitment@LtL.org.uk) with your contact details.

If you wish to apply for the post please send the following:

- Your CV

- A covering letter explaining your interest in the role and how you match the requirements
- Contact details (including email address and phone number) of two referees, one of whom should be your most recent employer

Interviews will be held on a rolling basis. Please apply as soon as possible as we reserve the right to close the application early if we find a suitable candidate.

## Job Description

<b>JOB TITLE</b>	Business Services and Human Resources Manager
<b>LOCATION</b>	Based in either <b>Winchester</b> or <b>Stirling</b> (up to 50% of contracted can be work from home)
<b>SALARY</b>	£35,000 per annum plus benefits
<b>HOURS</b>	Full time - 5 days per week (option to reduce hours to 4 days if desired)

### POSITION AND ACCOUNTABILITY WITHIN LEARNING THROUGH LANDSCAPES

The Business Services & HR Manager is a member of the management team and will report to the CEO.

### KEY RESPONSIBILITIES

- Lead on HR and recruitment, office management including IT, and GDPR
- Ensure all legal requirements are met; liaise closely with the management team and Accountant to ensure the smooth and efficient running of the organisation
- Line management of administrators
- Service the Board of Trustees
- Support the Trusts vision to improve diversity & inclusion
- Work with the CEO to manage the Trusts business support team
- Budget holder for £100k plus

### SPECIFIC DUTIES

#### *Human Resources*

- Manage the recruitment, induction and exit processes of staff and volunteers
- Promote inclusivity and diversity within the Trust
- Manage and maintain all personnel records and staff contracts across the organisation and ensure that these meet legal and good practice requirements
- Budget holder for staff training and development. Assist managers to ensure identified development priorities are met
- Support the CEO and Scotland Director in maintaining safeguarding training and processes
- Ensure staff & volunteers issues and needs are addressed in a timely fashion
- Regularly review existing policies, procedures & staff handbook. Develop new policies as required

- Manage and maintain the Trust's Business Continuity Plan
- Manage and maintain emergency records of staff including medical and next-of-kin data
- Responsible for overseeing Pension administration and notifying payroll changes to finance

### ***Management of Office Services***

- Ensure all Trust insurance requirements are met. Follow procurement procedures for the renewal of insurances, meeting with brokers and negotiating best value for money for all necessary policies and cover
- Ensure the IT requirements of the Trust are met and reviewed regularly.
- Manage efficient office systems and procedures for all day-to-day activities
- Create, manage and oversee relevant overheads budgets
- Work with the Management team to maintain high standards of Health & Safety
- Manage office accommodation and maintain liaison with landlords. Oversee the maintenance and replacement of office furniture and equipment
- Ensure that LtL's data storage system is implemented efficiently, and that data protection legislation is adhered to

### ***Trust Governance***

- Co-ordinate and manage the smooth running of Trustee and Executive meetings
- Liaise with the Trustees and support their attendance at meetings, events and conferences
- Review legislation on charity governance and inform board of any constitutional changes
- Maintain contacts with professionals for legal advice/pro-bono support
- Manage and maintain Trust and Company records and files including for external audit and review
- Meet with auditors as required

### ***Staff meetings and events***

- Ensure the efficient organisation of Trust & staff meetings
- Ensure that staff attendance is supported, and accommodation and transport needs are met



### ***Staff Management and development***

- Regularly review administrative systems and procedures to maximise efficiency and enable continuous improvement
- Line manage and support administration team members, ensuring appraisals, reviews and professional development in accordance with LtL policies and procedures

### ***General***

- Contribute as a member of the LtL Management team
- Keep up to date with professional developments in the field
- Support the growth and development of LtL's vision and business plan
- Other appropriate duties as required by the CEO of LtL

## **EMPLOYMENT DETAILS**

**Department:** Business Services

**Nature of contract:** Permanent

**Line Management:** Reporting to the CEO

### **Location, working arrangements and travel:**

This post is based in either our Winchester or Stirling office but travel around the UK may be required.

### **Diversity and Equal Opportunities:**

LtL is committed to genuine equality of opportunity in all aspects of its activities both as an employer and as a national charity promoting children's rights. To this end LtL will work to encourage and assist any disadvantaged groups or individuals and create a level playing field from which equality of opportunity can operate.

## PERSON SPECIFICATION

**Job title:** Business Services & HR Manager

**Location:** Winchester or Stirling with some homeworking

### Essential criteria:

- Educated to degree level or equivalent work experience.
- Practical experience in a similar role undertaking general HR duties including recruitment.
- An understanding of internal HR principles and reporting requirements.
- Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people.
- Fluent in the English language, both written and spoken.
- Computer literate with a working knowledge of Microsoft Office packages.
- Ability to plan, organise and prioritise workload to meet deadlines.
- Understanding of the importance of confidentiality.
- Knowledge and understanding of the principles of Data Protection.

### Desirable criteria:

- CIPD qualified at Associate or Advanced level.
- Familiarity with not-for-profit governance.
- Enthusiasm and commitment to the education of children and young people.
- Experience of working for a charity.

### Personal Attributes:

- Excellent communication skills, including the ability to listen and effectively verbalise ideas.
- Strong leadership skills to support and motivate staff.
- A solid understanding of the key principles of employment law.
- The ability to remain calm in stressful situations including during disciplinary hearings or staff conflicts.
- Solid ethics and morals and sound judgement.
- Passionate about promoting diversity and inclusivity within an organisation.
- Commitment to providing a high quality of service.
- Self-motivated and pro-active in their approach to work.