

Job Title: HR Manager

Location: Homebased in the UK, with possibility of office working depending on location

Role Reports To: Corporate Services Director

Direct Reports: HR Advisor, and HR Administrator and Payroll Officer

Job Family: 5

Salary: £32,000 - 35,000 p/a

Department: Corporate Services

Role Purpose

As the HR Manager at Volunteering Matters, you will be at the heart of the organisation, empowering its leaders and future leaders, embedding robust systems and processes to ensure high levels of organisational compliance is maintained and supporting the whole organisation to achieve our strategic goals including being 'the best place to work and volunteer.' Although this role focuses on employed staff at Volunteering Matters, we are looking for a HR Manager who understands and is energized by the impact and power of volunteering and social action.

Furthermore, the HR Manager will ensure a value focused, efficient, quality orientated process with an inclusive lens to all aspects of the work of Volunteering Matters HR function.

The HR case work advice and guidance at Volunteering Matters is outsourced to a specialist provider.

Key Duties Responsibilities

- Embed inclusive practice across all aspects of Volunteering Matters HR Policies and Procedures, testing out new and innovative approaches to recruiting people into paid roles across Volunteering Matters and its sub brands.
- Oversee and monitor the HR system, ensuring information is up to date and support with collating employee reports.
- Implementation and ongoing review of HR policies, practices and frameworks, to support the charity in its needs.
- Ensure a consistent, values focused, quality orientated process to recruitment with an inclusive lens, which attracts a broader & more diverse range of high-quality candidates.



- Upskill and collaborate the staff team at Volunteering Matters, by delivering training and ongoing coaching for recruiting managers on the key aspects of our recruitment framework.
- Monitor staff turnover and ensure that exit interviews are carried out, analysing and reporting on findings.
- Ensure the HR and Payroll team are meeting their objectives and delivering a good service to the organisation.
- Attend leadership meetings where strategic and high-level operational input is required.
- Ensure terms and conditions and policies and procedures are up-to-date and comprehensive with regards to legislation and best practice.
- Develop the staff training and development framework, which includes inclusive formal and informal learning and development opportunities.
- Lead the HR team, line manage the HR Advisor and the HR administrator.
- Liaise regularly with the outsourced HR Provider, linking the HR case work trends with the wider HR strategic development priorities at Volunteering Matters.
- Monitor all aspects of HR compliance at Volunteering Matters, ensuring effective records are kept, reviewed, and reflected on and learning is adopted

Personal Competencies:

- A values driven leader, who can demonstrate a strong commitment to our Equality, Diversity, Inclusion and Anti Racist approach.
- Good coaching & mentoring skills.
- Strong people focus.
- Excellent “active-listening” skills.
- A proactive and can-do approach
- Open communication style, with ability to communicate at all levels in an organisation.
- Good ambassadorial and diplomatic skills.

Skills

- Delivery focused with the ability to prioritise and organise workload agreed within deadlines.
- Ability to resolve conflict situations and demanding workloads.
- Excellent presentation skills and able to cater to a variety of audiences.
- Numerate and financially aware with the ability to produce reports and statistics as required.



- Ability to develop a HR Strategy and to input into the strategic development of Volunteering Matters
- Excellent up to date knowledge of UK employment law legislation.
- Strong written skills with the ability to draft policies, procedures and reports
- Extensive knowledge of policies and procedures related to an HR Function.
- Experience of leadership and managing an HR team

Experience Required

- Proven ability to develop a HR Strategy
- Excellent up to date knowledge of UK employment law legislation.
- Extensive knowledge of developing and managing policies and procedures related to an HR Function.
- Experience of leadership and managing an HR team

Qualifications

- CIPD

Other

Location: Homebased, with occasional travel to Volunteering Matters locations across the UK. The postholder will require good internet access to enable remote working, and suitable home office space. I.T. equipment and infrastructure will be supplied.

DBS/ PVG

This role does not require full DBS/ PVG clearance.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from Black, Asian and Minority Ethnic backgrounds, disabled, LGBTQIA+, along with candidates from any underrepresented or disadvantaged groups.





Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills” section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

