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| **JOB TITLE** | **REPORTS TO** | **BUSINESS CENTRE** |
| **HR Executive** | **Finance & Risk Director / Deputy MD** | **1 Leith Walk, Edinburgh**  |

| **OVERVIEW OF SOCIAL BITE** |
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| We’re a movement to end homelessness. As a charity and social enterprise, we provide homes, jobs, food and support to people affected by homelessness. Our vision is a society where no one should have to be homeless, so we challenge the status quo by pioneering solutions that create lasting change. We believe in empowering people to transform their own lives to break the cycle of homelessness.  |

| **WHAT IS THE PURPOSE OF THE ROLE / WHAT ARE WE LOOKING FOR?** |
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| The HR Executive is responsible for the HR function within Social Bite, working closely with people managers to provide advice and guidance on all staff related matters, including learning and development, recruitment and policy implementation. You will work closely with the Finance & Risk Director and Managing Director to develop and implement a People Strategy & Plan, ensuring that Social Bite is a challenging, supportive, rewarding and fun place for employees to work and develop, whilst being compliant with all legal obligations. We are looking for individual with extensive experience in HR, is used to managing the HR cycle and all associated policies and procures, with a strong attention to detail. This role is offered on a part time, flexible basis, equating to 24-30 hours a week. |

| **MAIN RESPONSIBILITIES**  |
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| * Support the Management Team in ensuring all people functions are in place and practiced to high standards.
* Responsibility for the employee life cycle, covering recruitment, induction, performance reviews, training and exit.
* Updating training records and overseeing a programme of regular and mandatory training for all member staff.
* Develop and maintain HR and people systems, processes and practices which support the overall strategic objectives including recruitment, reward and development.
* Work with Managers to plan talent development and growth for the future through a clear succession planning process.
* Support managers with the performance management and reward system and that organisational values are translated into measurable competencies, behaviours and objectives, and that appraisals are carried out accordingly.
* Develop our Employee Value proposition and being an advocate for Social Bite’s values across the organisation to support us in attracting, developing and retaining employees.
* Advise on employment legislation, with the support of external legal advisors, ensuring that information is up to date and that the implications of new legislation are recognised and acted on within the organisation.
* Compliance with GDPR.
* Implement HR reporting measures to identify trends and areas in which we can improve.
* Organising employee engagement events, such as regular town hall meetings and associated social gatherings.
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| **KEY CHALLENGES** |
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| * Managing a varied workload in a fast-paced environment.
* Remaining flexible and prioritising effectively to respond to unexpected opportunities.
* Balancing competing requests and deadlines from different areas of the organisation.
* Building effective relationships with different teams and stakeholders across multiple locations.
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| **SKILLS AND QUALIFICATIONS** |
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| * Extensive experience of working in a similar HR environment
* CIPD or equivalent HR qualification preferable but not essential
* Working knowledge of MS Office
* Highly effective written and verbal communication skills
* Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset
* Adept to problem-solving and conflict resolution
* Knowledge of HR policies, systems and current legislation
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| **PERSONAL ATTRIBUTES**  |
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| * Ability to maintain confidentiality and act with discretion and diplomacy at all times
* Pragmatic, problem-solving approach and sound judgement.
* High level of emotional intelligence.
* Warm, approachable style; sociable and collegiate.
* Open-minded and non-judgmental.
* A strong collaborator who values working in a team
* Diligent with excellent attention to detail.
* Strong belief in the work that Social Bite embarks on.
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| **KEY RELATIONSHIPS – Internal & External** |
| **Internal -**  Finance & Risk DirectorManaging DirectorExecutive Director: Co-FounderManagement TeamPeople ManagersEmployees**External -** Legal advisorsSuppliers  |