

Job Description and Person Specification

**People and Organisational Development Lead
Aug 2025**

Job Description

Job Title:	People and Organisational Development Lead
Contract:	35 hours per week
Location:	Edinburgh office (office based)
Salary:	£27,928

Mission Statement

Our long-term vision is to end youth homelessness. Our more immediate mission is to ensure that every young person in Scotland has access to expert youth specific services to assist them to avoid, resolve and move on from homelessness, making it rare, brief, and non-recurring.

Context

At Rock Trust, our people are our greatest asset. As the organisation grows, we are introducing a People and Organisational Development role to ensure our staff have continued access to excellent HR support, including recruitment, on-boarding, induction, Learning and development and talent management. Working with the People and Business Support Manager and colleagues across the organisation, you will deliver all aspects of people support, management and development.

This is a role that would be ideal for an aspiring HR Manager looking to develop their HR career working with an experienced CIPD qualified People Manager, and in an organisation that, although growing, is small enough to offer experience across the full range of HR practice. Some previous HR experience is essential.

In addition to the responsibilities in the Job Description, the successful candidate will be able to demonstrate the following key competencies:

- Working as part of a small team.
- Confidentiality.
- Reliability.
- Professionalism.
- Proactivity.

Reporting to

People and Business Support Manager

Key Responsibilities

HR support

- Lead on the delivery of our processes for recruitment, induction, reporting, minute taking, performance management, onboarding and offboarding for employees, students and volunteers.
- Work with the People & Business Support Manager to create and implement organisational policies, creating processes, toolkits, and guidance for staff.
- Support the People and Business Support Manager on the implementation and operation of our Talent Management System.
- First point of contact for / triage of HR queries.
- Work to maintain Rock Trust standards, including but not limited to Investors in People, Investors in Volunteers and our LGBT Chartermark.
- Act as lead officer in the use and management of BreatheHR.
- Co-ordinate core training and liaise with external training providers and support implementation of our Learning and Development strategy.
- Take overall responsibility for delivery of general reception duties, including answering phones, welcoming visitors, handling enquiries and ensuring cover for the receptionist/administrator in their absence.

Strategic Development

- Work with the People and Business Support Manager and Senior Management Team to lead practice and policy implementation.
- Deploy assigned resources towards defined objectives and within defined limits, to ensure operational and cost efficiency of Rock Trust's training programmes.
- Provide input into the resource planning process to help ensure that finances are appropriately and efficiently monitored.
- To be the main point of contact for internal staff core training.

Leadership and Development

- Provide effective and professional leadership, supporting and promoting the activities of Rock Trust and contributing significantly to building a high performing organisation.

- Provide visible leadership and motivate staff to ensure that delegated responsibilities are achieved, and effective communication maintained.
- Nurture a culture of Respect, Safety, Positivity and Fairness, that allows our colleagues to thrive, take appropriate risks and learn from mistakes.
- Identify and make recommendations for improvements and contribute to the continuous operational improvement of the organisation.
- Provide supervision and guidance to administrative staff, volunteers or consultants as and when required

Other

- To act in accordance with Rock Trust values
- Support with reception-based tasks, where required
- To undertake other duties in line with the role as required.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Rock Trust at any time after discussion with the post holder.

Person Specification

Essential

- Relevant qualification at SCQF level 7 or above, such as:
 - HNC Human Resource Management or equivalent rated CIPD qualification or;
 - Minimum of three years' experience working in a HR related role or combination of demonstratable HR experience and relevant qualification.
- Experience working with confidential information.
- Line Management experience
- Experience in taking formal minutes.
- Experience working with cloud-based platforms, and Office 365 tools.
- Confident communicator with first-class written, verbal and interpersonal skills.
- Highly organised and methodical approach to work, with strong planning, organisational skills, and the ability to work independently.
- Ability to work to tight deadlines under own initiative, with a "can-do attitude".
- Work well as part of a team including motivating and supporting others.
- Understanding of GDPR.
- Creative approach with a passion for problem-solving and pursuing innovative ideas and initiatives.
- Willingness to work on a flexi time system involving attendance at events or meetings outside of office hours.

Desirable

- Experience in preparing reports to support decision making.
- Knowledge of youth homelessness issues.
- The ability to cope with interruptions in a constantly changing environment.