



Could you be our Human Resources Manager?



Together

With and without learning disability



L'ARCHE
In the UK

WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



Laura Harper
National Leader/CEO, L'Arche in the UK

Who We Are

Do you believe in a world where we all belong?

INTRODUCTION

L'Arche is a worldwide federation of people with and without learning disabilities, working together for a world where all belong. We believe in the transforming impact of genuinely mutual relationships between people with and without disabilities.

In the UK, L'Arche is a registered charity with 11 Communities across England, Scotland and Wales. We celebrate people with learning disabilities, and build communities with them rather than for them. We go beyond supporting people's basic needs. We attend to their emotional and inner lives, by building spaces of vibrant friendship, opportunity, spirituality and community life.



OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any inperson interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If you would like to talk anything through before applying, please contact:

Chris Gehrke
chris.gehrke@larche.org.uk
or call 07436 121 891

WANT TO GET TO KNOW US BETTER?

Our unique approach

www.larche.org.uk/Listing/Category/our-unique-approach



Why work for L'Arche?

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	Human Resources Manager (Scotland)
Hours:	30 hours per week
Salary:	£35,759.57 (FTE), £28,607.66 (pro rata), rising to £37,378.35 (FTE) £30,357.60 per year (pro rata) from year two
Location:	L'Arche Edinburgh or L'Arche Highland
Reports to:	Community Leaders of L'Arche Edinburgh & Highland.
Contract type:	Permanent, part-time

ABOUT THIS ROLE

This role provides effective HR support to all employees and in the two L'Arche Communities located in Scotland (Edinburgh and Inverness), in line with L'Arche's identity, mission and values.

As a Human Resources Manager, you will support the Community Leaders and Coordinating Teams, provide advice and guidance to all leaders on best practices in HR matters, and ensure that the two Communities meet all of their regulatory obligations with regard to the employee life cycle.

You will ensure the implementation of employment legislation and compliance with Safer Recruitment, national policies and initiatives, and SSSC requirements.

This role will supervise two training coordinators and have dotted line management of HR admin.



Key Responsibilities

RECRUITMENT AND ONBOARDING

- Lead on the recruitment of all Assistants (Support Workers), Support and Care Leaders and Deputies, involving people with learning disabilities and their relatives where appropriate.
- Lead on advertising and managing applications and interviewing suitable applicants.
- Oversee onboarding processes and checks.
- Manage employment offers and support new employees during their trial period and induction, working closely with the Training and Development Leader.
- Create and maintain a Recruitment Plan based on known and expected needs.
- Complete recruitment and onboarding tasks when demand exceeds capacity.

SUPERVISION, APPRAISAL, REVIEW AND PERFORMANCE MANAGEMENT:

- Ensure good systems and procedures are in place for supervision, appraisals and reviews, and provide a lead on these
- Ensure processes for leaving interviews for employees are in place, and summarise any organisational learning points coming out of those meetings
- Provide professional guidance and support to leaders in all employment matters including advising on and participating in investigations, disciplinary hearings, capability reviews, sickness or attendance procedures as required.
- Lead on Fitness to Practice matters with the SSSC and Disclosure Scotland referrals.

ADMINISTRATION

- Provide oversight over the following aspects of administration related to HR processes:
- Issue of contracts of employment to all employees, letters of variation as needed, and the Employee policy, Working with L'Arche Handbook
- Ensure all employee and volunteer personnel records are kept up to date.
- Ensure all new starter information, monthly salary variation information, including sick leave and leaver information, is recorded and provided to the L'Arche payroll team.
- Provide advice and support to enable non-UK nationals to access Tier 5 Charity Worker or Tier 2 Healthcare Worker visas where appropriate, ensuring all of L'Arche UK's licence terms with UK Visas and Immigration are met and strictly adhered to.
- Payroll systems administration and oversight.

LEADERSHIP

- Promote L'Arche for recruitment purposes through talks and publicity.
- Contribute to operational and strategic management of L'Arche, and professional development through leaders' meetings and line management with the Community Leader.
- Participate in Leaders' meetings, leading on HR matters.
- Engage in national Scottish for a as leader on people, such as CCPS, SSSC, Disclosure Scotland.
- Lead on implementing HR policy and practice changes within the Scottish communities.
- Work closely and supportively with the senior leadership teams in both Scottish communities.

GENERAL

- Attend Community Gatherings and spend time in the services to understand the services and communities.
- Attend and contribute to L'Arche UK national HR meetings - online plus approx 4 nights away per year.
- Consult L'Arche UK's national external employment advice and consultancy service in carrying out the above responsibilities to ensure compliance with employment law.
- Provide reports to L'Arche in the UK on matters relating to recruitment, HR and pastoral support as required.
- Ensure that compliance with issues relating to HR practices in Scotland are adhered to and represented nationally.
- Perform any other reasonable duties commensurate with the post which may be required from time to time by the Community Leaders of L'Arche Edinburgh and L'Arche Highland, and the L'Arche UK Director of People and Culture.
- Lead on the recruitment of all Assistants (Support Workers), Support and Care Leaders and Deputies, involving people with learning disabilities and their relatives where appropriate.
- Lead on advertising and managing applications and interviewing suitable applicants.
- Oversee onboarding processes and checks.
- Manage employment offers and support new employees during their trial period and induction, working closely with the Training and Development Leader.
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Person Specification

ESSENTIAL CRITERIA

- Experience of working in HR, especially employee relations casework.
- Experience of the full employee life cycle including recruitment, training, performance management
- Experience of a similar role with lead responsibility for employment and staffing matters.
- Able to act as Lead Countersignatory with the Scottish Social Services Council.
- Able to make use of Accompaniment (L'Arche internal support outwith line management) and other mechanisms within L'Arche to manage own stress, and model this to employees.
- CIPD Level 5 (Associate) or equivalent is essential.
- A satisfactory enhanced PVG criminal record check.
- Able to attend L'Arche UK national meetings requiring 2 x 2 overnights per year.

DESIRABLE CRITERIA

- Experience gained within the third sector.
- Understanding of and identification with the aims, mission and values of L'Arche (see below)
- Advanced emotional intelligence
- Able to communicate effectively in person and in writing
- Able to support and mentor employees and volunteers
- Experience of working with and leading diverse teams.
- Strong understanding of the full employee lifecycle.
- Able to problem-solve and develop creative solutions
- Able to work well under pressure and meet deadlines, taking responsibility for their performance.
- Ability to inspire confidence in others within the organisation, ensuring that the adults with learning disabilities within our service are supported by the best possible teams.
- Ability to build strong relationships with people both within and outside of L'Arche.
- Knowledge of employment processes
- Knowledge of the current workforce issues in social care services in Scotland.

TERMS AND CONDITIONS

- Contract: Permanent, part-time
- 30 hours per week
- Place of work: L'Arche Edinburgh and L'Arche Inverness office
- Appointment is subject to satisfactory references and DBS/PVG check



Identity and Mission Statement

IDENTITY

- We are people with and without learning disabilities, sharing life in communities belonging to an International Federation.
- Mutual relationships and trust in God are at the heart of our journey together.
- We celebrate the unique value of every person and recognise our need of one another

MISSION:

- Make known the gifts of people with learning disabilities, revealed through mutually transforming relationships.
- Foster an environment in community that responds to the changing needs of our members whilst being faithful to the core values of our founding story.
- Engage in our diverse cultures, working together towards a more human society.

Fundamental to L'Arche are the following principles. They apply to all members and structures in L'Arche:

SERVANT LEADERSHIP:

Roles and structures of the Federation are at the service of the mission. People are called to leadership for limited terms after discernment processes. Those in authority gain wisdom through listening and taking counsel.

PARTNERSHIP:

Trust and collaboration operate freely within L'Arche. The structures are to foster that dynamic and embrace the partnerships among the spiritual, legal, financial, and communal elements.

SUBSIDIARITY:

Matters affecting L'Arche are dealt at the most appropriate level closest to the people affected and only when they cannot be solved there are referred to another level.

PARTICIPATION:

Effective communication is essential in L'Arche. Processes are defined, published, and open. They include people with and without intellectual disability.

ACCOUNTABILITY:

When given a responsibility in L'Arche and the authority to go with it, accountability is to report back to those who gave the authority. Accountability is about being responsible and being linked to the wider body. It is also about taking responsibility for the consequences of one's actions.

INCULTURATION:

L'Arche Communities live in different cultures. L'Arche embraces this diversity while engaging in an ongoing process of reciprocal and critical interaction, adaptation, and challenge.

SOLIDARITY:

All in L'Arche share a common humanity and a fundamental equality. We have a shared responsibility for each other and are committed to the common good.

Our Vision and Values

L'Arche has a **Charter** and an **Identity and Mission Statement**, saying what we are across 37 countries worldwide. In the UK, we wanted to say something more specific too about what we want for L'Arche here and now .

The final wording below was co-produced by a group of L'Arche leaders based on listening to feedback and suggestions they received from people with and without disabilities across L'Arche.

OUR VISION

- L'Arche is here to show that everyone belongs.
- We create Communities where people with and without learning disabilities live, share and grow together.
- We build relationships with people in our neighbourhoods.
- We work towards a world where people with learning disabilities are included and valued.

OUR VALUES

With and without learning disabilities, we try to:

- be welcoming and kind
- be committed to each other
- bring out the best in each other
- celebrate being different and diverse
- encourage one another's spirituality.

To find out more about the co-production process, view our "**Easy Watch**" version, and read our **Charter and Identity and Mission statements**, use the links below.

Charter

bit.ly/larche_charter_EN



Mission and Identity

bit.ly/mission_and_identity



Easy Watch

bit.ly/vision_and_values

