

## Job Description

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| <b>Post:</b>           | HR Manager                                   |
| <b>Responsible to:</b> | Chief Executive Officer                      |
| <b>Hours:</b>          | Part Time (25 hours a week, Monday - Friday) |
| <b>Location:</b>       | Rugby, Warwickshire                          |

### Circles Network Summary

Circles Network is a UK wide voluntary organisation based in Warwickshire, renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships.

Working with people of any age who are isolated or at risk of isolation, this organisation has ground breaking expertise in the development of Circles of Support, Independent and Collective Advocacy, Equine Facilitated Learning, Person Centred Planning and Inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

### Job Summary

Responsibility for the management of Circles Network's human resources. The HR Manager works closely with the management group in supporting the organisation's strategic growth.

## The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships; a natural support network.
- All means All.

## The Main Duties and Responsibilities of the post are as follows:

### Human Resources

- To take responsibility for all aspects of the Human Resources function, ensuring relevant policies are adhered to in all aspects.
- To oversee and manage the recruitment processes.
- To provide support and advice to managers and staff on issues related to their employment, line management of staff and other aspects of human resources management in conjunction with our outsourced HR company.
- To periodically review all employment contracts, making recommendations to the management team or negotiating with employees as appropriate.
- To advise on and manage TUPE transfers.
- To report to the CEO and Board of Trustees on human resource planning and issues, where necessary.
- To review, write and implement HR policies and procedures
- To provide training and guidance to line managers on all aspects of HR policy and procedures.
- Coach/assist in performance management of staff.
- Support the management of disciplinary and grievance issues.
- Maintain employee records (attendance etc) according to policy and requirements.
- Assist the finance department with payroll and payroll queries.
- To ensure Circles Network meets responsibilities as the employer to all staff and volunteers.
- To ensure that Circles Network's Human Resource Strategy is successfully implemented and regularly updated.
- To work closely with the members of the management team in formulating strategy and business planning for Circles Network and contribute to strategic decision-making processes.

### Company Administration

- To act as or provide support to the Finance Manager, including preparation and filing of the necessary forms and returns to both the Charity Commission and Companies House, for both Circles Network and Lifecare Charitable Trust.
- To oversee and ensure the organisation's compliance with the current Health & Safety legislation.
- To review all contracts the organisation enters into, making recommendations as appropriate.
- In accordance with organisational policies on confidentiality, child and adult safeguarding and data protection to keep and maintain clear accountable records of work undertaken and to make reports both written and verbal.
- To maintain up to date knowledge of relevant child and adult safeguarding issues and other legal aspects in relation to this work.
- To undertake a regular review of Circles Network policies and procedures, ensuring compliance with the current legislation and the organisational strategic direction.

### **Other Responsibilities**

- To behave with sensitivity, confidentiality, integrity and respect for all those you come in contact with in relation to your work.
- To carry out any other duties commensurate with the post as directed by your Line Manager and the Chief Executive Officer.

## Person Specification

**The person specification describes the qualities that we will be looking for when selecting an applicant for the post.**

### Essential Criteria

- CIPD/HR qualification or equivalent HR experience.
- Good working knowledge of current employment law and personnel issues.
- Outstanding communication skills, both verbal and written.
- Ability to relate to diverse groups of people.
- Proven ability to work independently and deliver high-quality results to specified deadlines.
- A willingness to learn new skills such as developing positive relationships and conflict management.
- Proven ability to manage own workload and effective time management skills.
- Experience of managing staff.
- Experience in and ability to produce high-quality management reports.
- Experience in using computerised financial packages, including Sage Line 50.
- Proficiency in using IT applications, especially MS Excel.
- Appreciation of and commitment to issues of confidentiality.
- High ethical standards and commitment to quality .
- Full use of a car or car and driver.

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### Desirable Criteria

- Advanced business degree or equivalent.
- Expertise in legal matters.
- Knowledge of Charities SORP.
- Experience of charity financial management.
- Personal or family experience of disability.