

Senior HR Manager

Candidate Information Pack

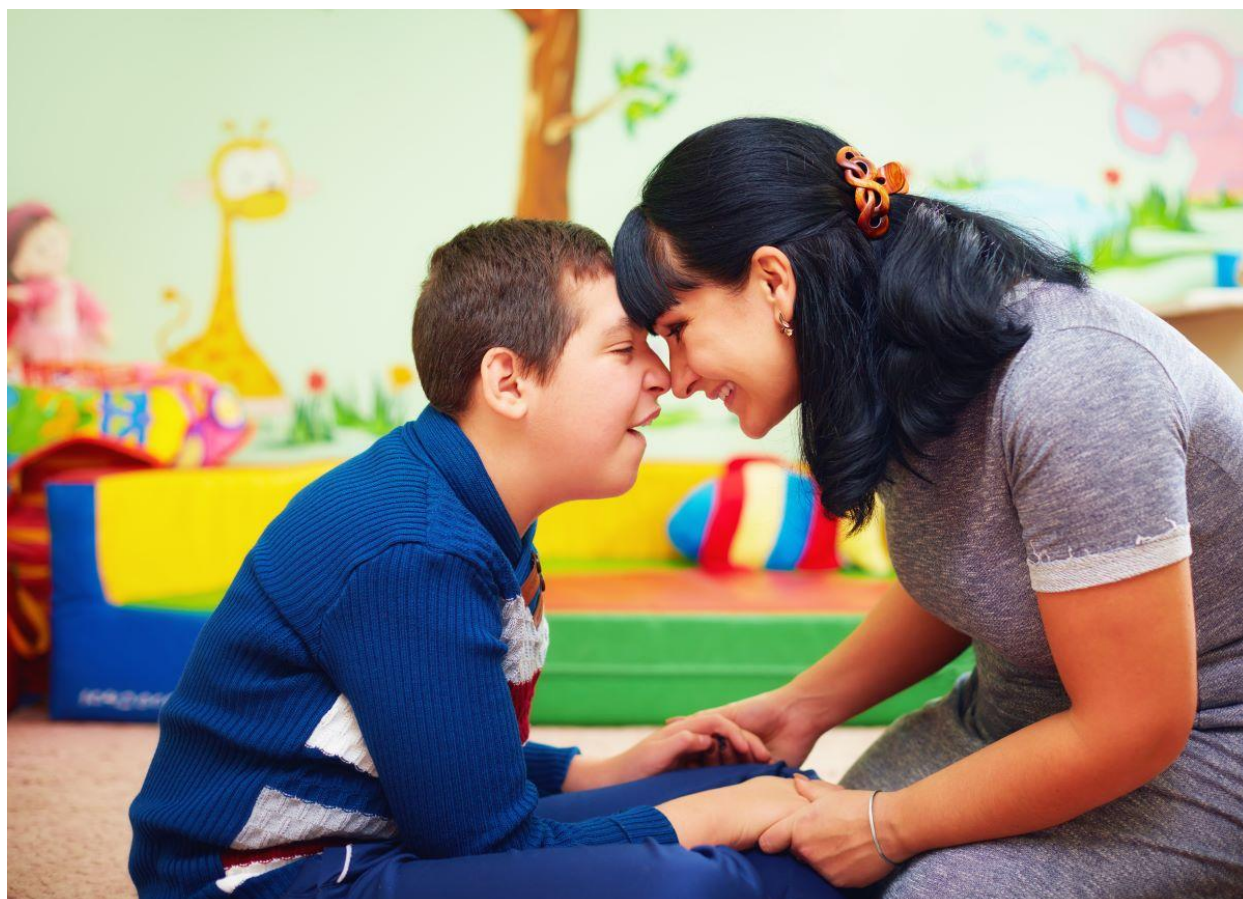


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Job Description

Job Title:	Senior HR Manager
Reports to:	Chief Operating Officer
Salary:	£50,000
Location:	Home based within the UK

Role Profile

To lead Cerebra's HR function, ensuring effective systems and policies are in place for the management, support and continuous development of our team. The role will support the organisation to continuously evolve to deliver greater impact and meet industry best practice as an employer of choice.

The Senior HR Manager will be a member of the Cerebra's senior management team and have full responsibility for all HR systems and processes. The post holder will provide strategic advice to the CEO, COO and Board of Trustees on the development of new HR policies and will work to review and embed improvements to Cerebra's HR management approaches across the organisation.

Strategic Responsibilities

1. Lead the development and management of HR policies and operational systems. Ensuring all HR policies, practices and procedures align with and support the wider Cerebra Strategy and core values to meet industry's best standards.
2. Develop, maintain and implement robust, clear, practical, consistent HR policies & procedures across the Charity including recruitment and retention, reward & recognition, performance & development, engagement and wellbeing. ensuring equal and fair application.
3. Work with the CEO and COO to develop, implement and review a reward framework to support competitive remuneration, recognition and progression opportunities.
4. Manage the internal communications function for staff on issues relating to employment, well-being and professional development.
5. Provide guidance and planning support for the CEO, COO, and departmental heads for all HR functions. including recruitment planning, staff training and development.
6. Support senior leadership to deliver effective change management models and support organisational development processes.
7. Ensure our HR information systems including our CRM are fit for purpose, making recommendations and implementing improvements

HR Management Systems

1. To develop and maintain Cerebra's HR Management information systems. Ensure compliance with employment legislation, HR best practices, advising and reporting any matters to the CEO, COO, and department heads as and when required.
2. Support the CEO, COO to manage staff welfare systems. To review and recommend improvements relating to all terms and conditions of staff employment
3. Provide line manager training, advice and support throughout the employee lifecycle including recruitment, retention, reward, absence management, employee relations, performance management and staff welfare.

4. Uphold robust risk management of any potential HR risks to the charity liaising with the COO to ensure robust and clear processes are in place.
5. To support the finance payroll function, in relation to payroll, maternity and paternity rights, salary arrangements, HMRC requirements, employment law (covering recruitment & selection legislation, employee data management, employee welfare, employee sickness arrangements, employee return to work arrangements, employee working from home best practice and procedures) and any such employment matter that should arise
6. Administer all employee data in accordance with all Data protection legislation and employment law. Administer the full HR employee records.
7. Work with Senior leadership to drive the Charity to become a fully inclusive employer including leading the development and implementation of new Equality, Diversity and Inclusion policies that meet best practice in our sector.
8. Ensure all processes are in-line with industry's best practice, streamlined and clearly documented to allow for them to be carried out as standard business practice.
9. Provide HR reporting to the Board of Trustees as requested by the Chair, Treasurer, CEO & COO. Ensuring all information and advice is provided regarding statutory requirements, compliance and HR performance
10. Liaise with legal advisors on contractual and employment law matters as necessary as directed or instructed by the CEO & Board
11. Champion, motivate and lead continual professional development through the HR function, supporting employees to grow and build their skills and careers. This includes supporting line managers to set individual and team goals and achieve high quality performance management practices.
12. Support and advise on effective communication and dialogue between senior leadership and the wider staff body.

Person Specification

Qualifications and Experience

1. CIPD level 7 or other formal HR qualification of a similar level, or equivalent professional experience
2. Substantial experience of leading and delivering successful HR strategies in a small / medium organisation, operating either in the non-profit sector or public sector; and working at a senior HR level advising a leadership team.
3. Proven experience of providing/analysing management information to improve HR practice and staff performance.
4. Experience monitoring the labour needs of an organisation, bringing in new skills sets for the organisation and benchmarking salaries across similar sectors.
5. Proven experience of leading and developing teams.
6. Experience of working with governance groups and statutory HR reporting.
7. Experience of managing budgets including recruitment, training and staff welfare.

Skills, Knowledge and Approach

1. In depth knowledge of UK employment law and HR best practice.

2. Understanding of and ability to support change management and HR development processes, with strong organisational skills, to plan, able to priorities, meet tight deadlines and be a strong team player.
3. Strategic thinker with ability to work towards medium and long-term outcomes.
4. Proven analytical and problem-solving skills, with the ability to provide fit-for-purpose solutions both in the individual and organisational spheres.
5. Compassionate and empathic in approach with the ability to instill trust and work with discretion
6. Good negotiation skills and ability to manage conflicts and find resolutions.
7. Outstanding written and communication skills, ability to communicate effectively with a range of stakeholders (including the leadership and senior management teams, and staff).
8. High degree of computer literacy, including knowledge and experience in the use of word-processing, spreadsheets, email software, and related HR IT systems including. To review, monitor and develop the Cerebra CRM
9. Ability to work inclusively, respecting a range of differences in working relationships and adopting culturally and linguistically appropriate ways of working that are accessible to all.

Child Protection Level

- Level 1 - the responsibilities for this role does not require the job holder to have contact with children or young people. It is our policy that any person who has any level contact with children or vulnerable children are required to undergo a full enhanced criminal records disclosure.

Summary of Benefits Package



Salary - We have a highly competitive £50,000 annual salary and benefits package. Plus, an additional £300 year (£25 per month), payment towards your working from home costs.



Charity Sick Pay - During the first three months of employment with Cerebra there is no entitlement to sick pay other than Statutory Sick Pay. Thereafter, you will be entitled to receive full Company Sick Pay, for up to a maximum of 6 months and a further 6 months on half pay.



Cerebra Pension options - The Charity offer a contributory Group Pension. Cerebra will match a maximum of 6% contribution. Can join immediately. We support all employees with their timescale and aspirations should they wish to join or initially 'opt out'.



Annual Holiday Leave Entitlement – 29 days annual leave entitlement (plus bank holidays). You are permitted to carry over 5 days per year. You will be entitled to purchase additional leave (depending on business needs). Additional leave days may be given for the closure over the Christmas period, but this is an annual discretionary consideration.



Training & Development – we ask all staff to undertake online training as a minimum, we also endeavour to encourage all staff to review, monitor and to undertake professional development that supports their personal aspirations.

Cerebra: Who we are and what we do

Cerebra is a leading UK children's charity. Over half a million children in the UK live with a brain condition, this can make normal activities such as learning, playing and simply experiencing the world around them a huge challenge. We aim to make every child feel included and to assist with making their lives a joyful, happy and positive experience. We support children and their families with the aim of making a better life together.

We have a number of core services, including:



Cerebra Sleep Service

Cerebra understands that if you have a child that does not sleep, the whole family suffers. Our range of sleep services will help your child, and everyone in your family get a good night's sleep.



Cerebra Legal Rights Service

Our Legal Rights Team provides parents and carers of children with a brain condition with help when facing difficulties accessing support services they are entitled to.



Cerebra Innovation and Product Design Service

If 'your' child or 'your' family have a problem in finding that one individual item that will allow the child to discover a better, more joyful and happier life, then the Cerebra Innovation Centre (CIC) will help. Our designers work directly with families to create that one off bespoke product for their child.



Cerebra Library Service

Our Specialist postal lending library contains a wide range of books for both adults and children plus a selection of sensory toys specifically chosen for children with a brain condition. Our service is free for anyone in the UK. Our extensive library for parents, carers and children offers books on a wide variety of subjects that can help answer questions anyone may have. A mixture of fiction and non-fiction titles on a all sorts of different topics.

We are now looking to recruit a Senior HR Manager who has a passion for developing modern, advanced HR practices. The senior HR manager will be a member of Cerebra's senior management team and will have full responsibility for all HR Systems and processes. Provide strategic advice to the CEO, COO and Board of Trustees on the development of new HR policies and will work to review and embed continuous improvement systems to Cerebra's HR practices.

How to Apply

Email your cover letter and CV to enquiries@cerebra.org.uk

Closing date for application: **7th February 2025**

1. Interviews:

- 1st interviews will be online via Microsoft Teams on **Thursday 20th February 2025**
- The 2nd interview will be in person on **Friday 28th February** in **Cardiff, South Wales**
- Appointment announcement date will be **7th March 2025**
- **The interview panel** will consist of the CEO, COO, specialist support recruiter and member of the Board of Trustees