

People and HR manager – Global Action Plan

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| How to apply | Complete our online application form (https://forms.office.com/r/hwXKq4dMT2), then send your CV (<u>max</u> 4 sides A4) with a covering letter (<u>max</u> 1 side A4) saying what you would bring to the role to jobs@globalactionplan.org.uk |
| Deadline: | 8am Monday 18 th October 2021 |
| Interviews: | Week commencing 25 th October 2021 |
| Start Date: | ASAP. Please advise your earliest start date in cover letter. |
| Salary: | £33,000 - £38,000 per annum depending on experience |
| Contract type: | 1 year contract <i>with potential to extend</i> |
| Annual holiday & benefits (pro rata): | 25 days and UK public holidays 2 duvet days / 2 volunteering days |
| Hours: | Part time (21 hours/week). Core hours: 10-3pm. Part time staff would be required to work on Mondays. |
| Work location: | Flexible with the requirement to be able to attend our office as needed - 201 Borough High Street, London SE1 1JA |

About us

Global Action Plan is a charity that helps people live more sustainable lives by **connecting what is good for us and good for the planet.**

We're the people behind Clean Air Day, the UK's biggest air pollution campaign. Tackling air pollution is not only good for the planet but good for our health too.

We're working with young people on new ideas about wellbeing and consumerism; that what makes them happier will at the same time be better for the planet.

Through our projects and collaborations, Global Action Plan enables people to see, believe and, crucially, act on the insight that what is good for us is good for the planet.

We are looking for a People & HR manager who will help us change the world

The People & HR Manager will work within the core Global Action Plan team, helping to ensure the smooth running of the organisation. You will work closely with the Head of Operations and the Culture and Operations working group to support human resources needs, recruitment and staff development and wellbeing.

You will help to ensure that our organisational values are embedded within all our processes and actions (more on our values at the end of this document). Global Action Plan is a relatively small organisation, which allows for a lot of flexibility in how we work. Your core activities and responsibilities will include:

HR – Manage effective, accurate and supportive needs and policies

- Championing an inclusive and diverse workforce throughout Global Action Plan's work processes, promoting a fair and equitable culture
- Be the point of contact for all employee contract queries from staff and managers
- Provide coordination and administration of HR processes and be responsible for the ongoing administration of staff data - including updating and preparing employment documentation maintaining files
- Managing changes to contractual terms and conditions and working with finance manager to ensure payroll is up to date.
- Keep abreast of changes to employment and HR law
- Ensure ongoing maintenance and improvements of HR filing systems (paper and electronic) ensuring continued compliance with Data Protection requirements.
- Help staff perform at their best by developing and maintaining excellent and clear policies and procedures
- Manage the annual appraisal process, ensuring all staff have regular appraisals and that the organisation acts on outcomes of appraisals
- Be a part of the Culture and Operations working group

Recruitment & Onboarding – Hire and inspire brilliant people

- To take responsibility (with the support of the Head of Operations) for the charity's recruitment processes from start to finish, maximising the attraction of the charity's roles, and managing the promotion of the roles along with the application, assessment and interview processes and candidate management.
- Write offer letters and contracts of employment for all new employees, including temporary appointments and contractors.
- Manage the set-up of new employees, including obtaining references, appropriate documentation, working with the Head of Operations and Finance Manager to ensure that they are set up on all IT and finance systems.
- Work with line managers to induct new staff and manage the probation process
- Proactively coach and support line managers with all people related issues and act as a sound and reliable advisor to all staff and managers.
- Manage the volunteer/intern recruitment process, including working creatively to publicise available positions and attract suitable candidates, interviewing and matching people with appropriate roles so as to benefit them and Global Action Plan.

In addition to the above core areas of your role, you will also be able to get involved in the below:

Staff wellbeing and engagement – a supportive, happy, values-driven place to work and grow

- Support project teams with safeguarding the welfare of the children and/or adults at Risk, including keeping policies up to date and relevant to our evolving projects, and ensuring staff and key partners are DBS checked and being a contact for teams.
- Work with Head of Operations to ensure people’s health and safety needs are met, including provision of fire wardens and first aiders
- Leading the organisation and running of all-staff events including twice annual away days (with support of the culture and operations working group)
- Managing staff satisfaction surveys, including analysis of results and working with SMT to develop action plans in response to the results.
- Working alongside the Head of Operations and Culture and Operations working group to assist Directors and Heads of Department to talent map the teams.
- Working in conjunction with the Head of Operations and the Culture and Operations working group to plan and execute the delivery of the L&D and performance management programmes, including identifying training needs and opportunities, coordinating the booking and advertising of all internal learning opportunities; administering the booking of external courses.

You will report to the Head of Operations.

Who we are looking for:

We are looking for a passionate, driven and organised individual who wants to work for an organisation with a mission. We are looking for someone with the following:

Key attributes

The successful candidate will demonstrate:

Passion for people Passionate about supporting the right people into the right roles and helping create a happy, values-driven place to work and grow. Good at building rapport and trust.

Detail orientated Great organisational skills and real attention to detail. Excellent at ensuring that i’s are dotted and t’s are crossed.

Willingness to get stuck in Ability to self-manage and be proactive and flexible within a small charity

An engaging communication style Strong inter-personal and communication skills with flexibility to address a range of audiences both written and verbal

Experience required:

- **Recruiting staff** with a track record of designing, preparing and facilitating interviews and shortlisting and managing candidates

- **Good knowledge of HR best practice** in the third sector and good understanding of wider HR policies, practice and management
- **Experience of preparing standard and bespoke employment contracts**

Desirable skills / experience:

- An interest in sustainability
- CIPD member or HR Qualification (achieved or in progress)
- Experience in managing talent schemes / learning and development programmes.
- Experience working alongside finance teams
- Confidence in using Microsoft Office, including Word, Excel, Outlook, document management systems (eg SharePoint)

Is GAP the right fit for you?

We are looking for someone who will enjoy the fun and mission driven culture at GAP. We take great care to bring in people who reflect our values and who will thrive here.

| Value | What this looks like | What we look for |
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| We challenge the norm | Radical change is needed. We dare to think big and re-imagine how we live and work to bring about real shifts in behaviour and tackle systemic issues not symptoms. | People who walk the talk in their personal and work lives. Creativity and passion for tackling big hairy environmental and societal issues. Ability to think big. |
| We get stuff done | We work hard to have a real impact in everything we do. We aren't happy with talk, we want action, today. | Self-starters who are excited to propose their own direction and priorities - not just receive them. |
| We share openly | We are honest, straight talking and open. Whether data, ideas, projects or tools we seek to share and collaborate for bigger impact. | People who can see and share their weaknesses as well as their strengths. People who don't hide behind others or jargon. An openness to alternative ideas and points of view. |
| We look out for each other | We care about the planet and also the people who live on it. We have fun on our mission and make sure that no one gets left behind along the way. | Relationship builders with great networks they can draw on for support and ideas. People who really care about their co-workers and enjoy working and collaborating in teams. |

GAP is a fantastic employer with beyond average annual leave and maternity/paternity entitlements.

If this all sounds exciting and sounds like you, we'd love to hear from you. We are looking for someone who will enjoy the fun and purpose of Global Action Plan.