



ROLE PROFILE

HR Manager Maternity Cover

Fixed term until 1/10/2025

WARRINGTON



An **OnSide** Youth Zone



POST:

HR Manager

SALARY:

£30,000-£35,000 commensurate with experience.

LOCATION:

Warrington Youth Zone, Dallam Lane, Warrington, WA2 7NG.

REPORTING TO:

Chief Executive Officer

CONTRACT:

12 months fixed term from October 2024 - until October 2025 working 40 hours per week, alternative / flexible working patterns will be considered.

BENEFITS:

- Pension contribution of 3% once the earnings threshold is reached.
- 33 days annual leave including bank holidays
- Bespoke training and mentoring opportunities
- Business expenses covered
- Free access to our onsite gym
- Private health care cash back plan,

KEY RELATIONSHIPS:

Chair & Trustees of Warrington Youth Zone, CEO, Senior Leadership Team, Staff Team / Volunteers, Contractors, Partners, OnSide HR and Business Administration Network.

MAIN PURPOSE:

A truly exciting opportunity to provide maternity cover for this post, working alongside the Chief Executive and key members of the Board of Trustees and Executive Team, to support delivery of the people plan.

This role is both strategic and operational, responsible for delivering actions from our People plan whilst supporting front line Managers in delivery of operational activities of the organisation.

Key functions of the role include acting as HR Advisor to the CEO, Senior Leadership Team and Management team along with delivery of the organisation's People plan in response to employee engagement survey response.

THE PERSON:

- A role model who presents a positive 'can-do' attitude taking personal responsibility for their own actions.
- To demonstrate the values of Warrington Youth Zone, committing to a culture of high performance and continuous improvement.
- To represent and promote the Youth Zone positively and effectively in all dealings with internal colleagues and external partners
- To comply with all policies, procedures, and codes of conduct, with reference to Safeguarding, Health & Safety, and Equality and Diversity.
- Confidence to make decisions based on professional experience and knowledge to safeguard the organisation, our team and young people.

THE ROLE:

Since opening in 2022, Warrington Youth Zone has undergone a huge transition from operating as Warrington Youth Club. With many exciting and challenging opportunities ahead, as the Youth Zone continues to grow, there is the need for strong, robust leadership and direction, from a purposeful and dynamic HR Manager.

The role will strive to continuously improve governance and development of organisational policy and procedures integral to our continued success and future.

The successful candidate will work in tandem with the CEO, the Senior Leadership Team, and the Board of Trustees. Leading HR and People initiatives to ensure effective and high functioning support is embedded in our delivery.

This role forms a key part of our Senior Leadership Team, requiring strong ambition and experience in HR and Operations.

If you are looking for a role that is diverse, challenging, and inspiring, in a vibrant fast paced sector, more details can be found on our website www.warringtonyouthzone.org.uk

The strength of the OnSide Network of Youth Zones is the diversity of its people; we place huge value on equal opportunities and encourage applications from candidates of diverse backgrounds, communities and abilities.

OUR VALUES



CORE RESPONSIBILITIES

1: HR & People

- a) Recruitment and selection, retention and recognition
- b) Team engagement, onboarding and support
- c) HR administration along with review, implementation and compliance/ quality assurance of policy, procedure and governance
- d) Leading and Co-ordinating Performance Management
- e) Leading and Co-ordinating Learning & Development Plans
- f) Advisor for all employee-related issues, providing the Executive Team and managers support to manage all HR matters.
- g) Working with the OnSide Network to develop and embed network wide processes to enhance employee experience and continuously improve

2. Governance

- a) Ensure adherence to relevant charity and data protection legislation.
- b) Ensuring company standards and compliance with regulations such as HSE, Employment Law, GDPR.
- c) Attendance at Board Meetings providing relevant updates on People and Processes as required
- d) Effective and efficient administrative support as clerk during Board meeting and Senior Leadership Team
- e) Other reasonable duties, as requested by the Chief Executive, including attendance at events and conferences, as and when required.

PERSONAL SPECIFICATION

Applicants will be expected to demonstrate the experience, skills, abilities and attributes listed

SELECTION CRITERIA	REQUIREMENT
EXPERIENCE	
Delivering and leading HR & personnel function's	Essential
Management of complex HR process such as investigations, grievances and disciplinaries.	Essential
Budget management	Essential
Senior administrative or operational lead role within a similar fast paced environment (Young people, direct service delivery, care, voluntary organisation)	Essential
Development of operational policies, processes, and procedures	Essential
Interpretation and delivery of strategic plans at a senior and operational level	Desirable
SKILLS, KNOWLEDGE	
Proven current knowledge of HR best practice, legislation, and Employment Law	Essential
Excellent Organisational and Time Management Skills	Essential
The ability to work under pressure to deadlines at a consistently high level of accuracy and provide objective sound advice and support to senior teams and peer managers	Essential
Ability to work autonomously with integrity	Essential
Critical thinking and an analytical approach to business decision making	Essential
Solution focused thinking and developing practical methods to address challenges	Essential
Ability to implement and use IT systems and databases, such as Microsoft, HR systems (Kronos)	Desirable
Knowledge and awareness of Young People services and issues affecting Young People	Desirable
PERSONAL QUALITIES & FORMAL QUALIFICATIONS	
Qualified to a minimum of Level 5 in Human resources (CIPD)/ Business Administration or related field	Essential
Ambitious, results-driven, strategic & creative and a team player	Essential
Commitment to the Youth Zone's mission and values	Essential
Able to negotiate and balance competing priorities with consideration to ethical implications	Essential
Willingness to work flexibly including evening and weekends when required, and to travel to events in the region and beyond	Essential
Active Membership of the Chartered Institute for Professional Development (CIPD)	Desirable
SPECIAL REQUIREMENTS	
Satisfactory completion of an Enhanced DBS (Disclosure and Barring Service) check	Essential

GENERAL INFORMATION

If you would like to book an informal call or meeting with the current post holder Sarah Stevens ahead of applying, please email sarah.stevens@wyz.org.uk

This role is predominantly based at Warrington Youth Zone, Dallam Lane, Warrington, WA2 7NG, with some flexibility around home working.