

# HR Manager

## Information Pack



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# Introducing TLG...

Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16-24-year-old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- 1.5 million children are entitled to free school meals in the UK

But there is hope.

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!

## An award-winning culture!

By working at TLG, you'll be part of an organisation that has been recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Not-for Profit Organisations to Work For!

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for all staff
- Generous holidays & flexible working arrangements
- Access to 'The Leadership Track', our 11 month leadership programme led by TLG's core team
- Special recognition & benefits for staff to mark every 5 years at TLG
- Above & Beyond recognition scheme for high-performing staff
- Support for staff: counselling & coaching
- Contributions towards training & professional qualifications

And of course you have the reward of seeing lives changed along the way!

# Job Description

**Location:** TLG National Support Centre, Bradford

**Salary:** £30,546 - £38,008 (FTE) (Plus up to 10% pension employer contribution. Relocation allowance also available)

**Hours:** 37.5 per week (Monday–Friday, occasional evening and weekend work required. We would consider those interested in part-time working hours and could reconfigure elements of the role to enable this)

**Reporting to:** Head of People and Culture

## Role Context

At TLG, we're passionate about building an exceptional staff team that love making a difference to struggling children across the UK. We're looking for a natural leader who has experience of working in HR and is inspired by the opportunity of finding, developing and keeping excellent people in one of the fastest growing charities out there.

You'll need to love working with people, be great at building relationships to achieve outcomes, and have tenacity for high expectations when it comes to finding talent for TLG. We're looking for someone who thrives under pressure, influences others to great outcomes and has tried and tested methods of implementing HR strategy that leads to organisational performance.

The HR Manager will bring leadership to TLG's HR team, leading and managing the team operationally in delivering on department plans, key performance indicators, and providing exemplary HR practice across the organisation. The role will strategically be overseen by the Head of People and Culture whose remit is to support wider people and culture strategies across the organisation. The HR Manager will be responsible for managing all day to day aspects of the department, leading and supervising the HR Coordinator. Providing excellent support to TLG's managers and church partners, the HR Manager will advise on all aspects of people management, ensuring compliance with employment legislation and best practice.

## What will the job involve day to day?

- To bring leadership and influence on all people management aspects across TLG, including recruitment, selection, induction, performance management, advising on issues such as probation, grievance and discipline, TUPE, ensuring the right outcomes are met for TLG in line with employment law.
- Influence key seats and appointments for TLG by coordinating & sitting on interview panels, bringing high expectations and excellent insight to help inform managers & partners in their decision making.
- To lead and develop methods to generate more prospective candidates for jobs at TLG, working towards a head hunter/search role for TLG in our 3-year plan to enable TLG to find talent for a variety of roles across TLG.
- Lead in the development of TLG's Christian ethos and identity through appropriate staff selection, spiritual development, and church partner engagement. This includes potential involvement in our prayer team to continue to help shape a culture of prayer across our team.

- Lead on TLG's retention strategy 'Here on Purpose', ensuring we maintain our targets on staff voluntary turnover, with a particular focus on retaining our talent.
- To lead and bring a positive influence to TLG's culture and values through providing support and direction in all aspects of people management across TLG, including interactions with church partners.
- To maximise opportunities to engage our staff and volunteers to encourage further commitment and high performance, whilst learning from employees and those exiting the organisation what we can do better through managing TLG's staff exit process.
- To take a lead on key TLG HR cycles, including TLG's performance management process, wellbeing agenda, staff engagement (including pulse surveys), staff awards & recognition.
- To drive department performance through monitoring and delivery against key performance indicators, tracking progress against department plans and priorities. Leading the team through the annual department planning process.
- Provide excellent first impressions for all TLG job applicants, through effective supervision of recruitment enquiries, building relationships with key prospective candidates, and fostering relationships with church partners for key posts.
- Working with the Head of People & Culture to create and implement plans to promote diversity within the TLG team.
- Provide line management support to the HR Coordinator.
- To oversee TLG's Fast Track Internship Programme, providing pastoral oversight, leading the Fast Track development days & TLG's Fast Track Recruitment alongside the HR Coordinator.
- To provide guidance, advice and coaching for managers across TLG and partner organisations on the full range of HR activities, including policies, contracts, absence management, performance management, keeping up to date on legal developments, compliance and risk factors.
- Develop, implement and maintain HR policies to ensure effective, fair and consistent management of staff.
- Shaping and influencing internal TLG events, such as staff conferences to promote high engagement amongst staff.
- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team.
- Participate in church visits and Christian conference events to promote the opportunities of joining the TLG team.
- Be aware of the opportunity to participate in residential trips, involving children from the projects that TLG are a part of.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.

## The ideal candidate will...

- Be a natural leader.
- Have an instinct for high expectations & a tenacity to find excellent talent for TLG.
- Be a people person and an excellent communicator.
- Have high capacity and be able to thrive under pressure.
- Resolve conflict effectively and influence others to great outcomes.
- Be flexible, responsive and able to adapt quickly.
- Think creatively.
- Bring a vibrant Christian faith to champion the development of TLG's Christian ethos and identity.

# Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree level qualification</li> <li>Working towards or have completed a CIPD qualification/or any other relevant HR qualification.</li> <li>GCSE A* - C grades in English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>Level 7 CIPD qualification/desire to work towards this.</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>Excellent social and communication skills to engage individuals and ensure co-operation to achieve the best possible outcomes.</li> <li>Ability to influence and manage stakeholder relationships to achieve excellent outcomes.</li> <li>Ability to thrive under pressure, manage a fast paced responsive working environment and ability to take on additional responsibilities as the role evolves.</li> <li>Proven ability to develop and implement HR strategy.</li> <li>Generalist HR experience working at an operational and strategic level, with ability to advise to director level.</li> <li>Experience of working to key performance indicators and delivering to HR targets/outcomes.</li> <li>Conversant and up to date with employment law and HR best practice.</li> <li>Excellent organisational and prioritisation skills</li> <li>Ability to manage self and others.</li> <li>Creativity: ability to think on your feet, problem solve and provide creative solutions to people across the organisation &amp; within the HR department.</li> <li>Ability to maintain resilience when dealing with complex issues.</li> <li>Ability to maintain confidentiality.</li> <li>Working knowledge of Microsoft office applications.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of HR in a third sector organisation</li> <li>Understanding of the issues that struggling children are facing.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven ability to lead on critical people projects across an organisation</li> <li>Experience of developing effective HR policies, systems &amp; processes</li> <li>Proven ability to work as a member of a team in a supportive way.</li> <li>Experience of proactive problem solving</li> <li>Proven ability to enhance and develop a high performing/high expectations culture that produces results.</li> </ul>	
Christian Lifestyle	<ul style="list-style-type: none"> <li>Commitment to actively pursue the on-going personal, professional and spiritual development of themselves and colleagues in order to enhance the contribution to TLG.</li> <li>Attends and participates fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li> </ul>	<ul style="list-style-type: none"> <li>Actively involved in a church congregation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith, and commitment to Equal Opportunities.</li> </ul>	
Additional	<ul style="list-style-type: none"> <li>• The applicant plays an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.</li> <li>• Complete an enhanced DBS check prior to employment and the disclosure reveals no reason for the applicant being unsuitable to work with young people.</li> <li>• Provide 3 referees - at least one referee needs to represent the applicant's Christian commitment. References will be taken up after short listing.</li> <li>• Provide evidence of suitability to work in the UK and appropriate qualifications.</li> <li>• Promote and safeguard the welfare of children and young persons.</li> <li>• Obtain a current driving licence &amp; be willing to travel across the UK to lead on staff interview panels.</li> </ul>	

# Application Process

All applicants are directed to apply online through our website [www.tlg.org.uk](http://www.tlg.org.uk).

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. Please specify clearly how you meet the person specification (using the headings provided in the person specification), with special emphasis on how your faith relates to all aspects of your working life.

If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) and someone will get back to you as soon as possible.

The deadline for applications is **5pm, Tuesday 9<sup>th</sup> April 2019**. The date of interviews is to be confirmed.