

Role Profile: Head of HR

Job Purpose

This new role will be responsible for overseeing all aspects of HR within Mind BLMK. The role will join the CEO and Head of Finance and Head of Operations as part of the Executive team. We require a strategic thinker who can align HR practices with our objectives, foster a positive culture, drive talent management and foster employee development.

Mind BLMK has a workforce of around 90 people and a small infrastructure to support us to deliver our valuable services to the community. The Head of HR will be hands on and supported by a HR assistant but will also work closely with other departments to ensure development and implementation of policies and programs that support Mind BLMKs goals.

Job title:	Head of HR
Post no:	624
Closedown:	<i>5pm on 17th January 2025 (we reserve the right to close this advert early if enough suitable applicants apply)</i>
How to apply:	Download Mind BLMK's Employment Application form from the website (www.mind-blmk.org.uk) and submit your completed application to recruitment@mind-blmk.org.uk
Working base:	Flitwick
Reports to:	CEO
Job purpose:	To oversee the strategic management and execution of all HR functions across the organisation.
Contract type:	Permanent
Salary:	£46,000 per annum
Contracted hours:	37 hours
Working days:	Monday to Friday
Working hours:	7.4 hours per day

Flexibility required:	Occasional evenings and/or weekends to attend events or meetings
Checks needed:	DBS and 2 satisfactory references

Job Description

Management

- Develop and implement HR strategies, processes and services aligned with our overall strategy and vision
- Lead the HR function and team
- Be a pro-active member of the Executive team
- Oversee the recruitment, selection, onboarding and retention of staff and volunteers. Review the methods used for recruitment to ensure they are relevant and effective.
- Oversee the implementation and delivery of the learning and development plan to ensure that the workforce delivers service excellence, that the training is fit for purpose and meets the training needs of the organisation.
- Oversee the provision of professional, timely and accurate HR advice to managers on employee relations, performance management, and disciplinary cases and lead in more complex employee performance or disciplinary matters.
- Monitor, update, and advise staff and managers on HR policies and procedures, ensuring that they are adhered to and effectively communicated across the organisation.
- Manage the production of relevant and timely information for managers and the Board of Trustees to include but not be limited to KPIs, timetables for appraisals, probation reviews, sickness management and equality and diversity statistics.
- To be the lead from the Executive team on the Workforce board sub-committee each quarter
- Keep up to date with developments in employment related legislation for staff, freelancers and HR practices and contribute to own, teams and managers learning through effective communication and sharing of information.

- Ensure the monthly payroll process is completed
- Oversee the annual staff appraisal and staff survey processes.
- Maintain an effective workforce for HR department at HQ in line with Mind BLMK’s HR policies, procedures, and guidance (recruitment, line management, workload planning, support, and development of the HR staff).
- Oversee, review, and consult re the provision of wellbeing support for staff.

PR

- Represent Mind BLMK and ensure an external presence to promote Mind BLMK’s services to increase awareness and beneficiaries.
- Identify and build effective working relationships with relevant external contacts, partners and local services.
- Oversee and ensure effective financial processes are implemented as required for the function and in line with Mind BLMK’s financial policies, procedures and guidance (costings, quotations, records, invoicing, agreements, budget management, authorising expenses).

General

- Work within the ethos, vision and values of the organisation and in line with the organisation’s policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team and relevant key post holders.
- Attend and contribute to meetings relevant to the role (Business Development, own supervision, appraisal, staff, peer group, SIG, AGM, and external as required).
- Commit to attending mandatory training, even outside of working hours (TOIL provided where necessary) and complete training and qualifications identified for the role in line with organisational need, Staff Development and Training policies and procedures.

Person Specification	Essential/ Desirable
Experience	
Minimum 2 years’ experience of strategic and hands on HR leadership	E

Experience of securing engagement from staff, managers and department heads	E
Significant experience in managing talent acquisition, employee development, compensation and benefits and employee relations	E
Using HR databases and systems for data collection, maintenance, manipulation, interpretation, and reporting	E
Voluntary sector experience	D
Experience of leading and building high performing teams	E
Recruiting, planning, coordinating, and overseeing the work of staff in the HR department	E
Skills, abilities, understanding and knowledge	
Enjoy a fast-paced environment and able to multitask in an organised manner displaying excellent time management skills	E
Deep understanding of performance Management and employee engagement strategies	E
Confident to present and articulate (often complex) information in a simple and concise way with exceptional professionalism	E
Good IT skills (MS Outlook, Word, Excel, internet, databases, and reporting systems)	E
Understanding of the wellbeing needs of the workforce including those with lived mental health experience	D
Valid driving licence and access to a car for work	D
Qualifications and training	
CIPD Level 5 or above qualified	E

Employee Benefits:

Annual Leave	25 days (pro rata) plus long service recognition
Bank Holidays	All (pro rata) as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 5%)
Employee Health Cash Plan	Westfield Health Plan including 24hr advice & guidance, Doctor Line 24/7, Westfield Rewards, money back on optical, dental, physiotherapy and more, quick diagnosis from MRI, CT and PET scanning and much more.
Employee Discount Schemes	Discounts available through Blue Light Card & Tickets for Good
Learning and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Disability Confident Employer signatory	Mind BLMK has been annually assessed and approved as a Disability Confident Employer (previously “Two Ticks”) since 2008.
Mindful Employer signatory	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)