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Registered Charity No. 284416

## **THE SICK CHILDREN'S TRUST**

### **Job Description**

**Job Title:** HR Manager

**Hours:** 3 days (22.5) hours per week

**Location:** Head Office – 28-30 Worship Street, London, EC2A 2AH

**Reporting to:** Chief Executive

**Salary:** Depending on experience

### **Background**

The Sick Children's Trust believes that keeping families together significantly improves the recovery of seriously ill children. We provide free 'Home from Home' accommodation as well as emotional and practical support to families with seriously ill children in hospital. Our ten houses across the UK support around 4,000 families every year ensuring that the whole family can be together at a time when they need each other most.

### **Job Purpose**

To help achieve The Sick Children's Trust's goals through the recruitment and retention of talented, committed, professional and capable staff and to provide a high level of HR support to the charity's Management Team. Ensuring that all HR processes are carried out to a high standard and keeping the organisation up to date on best practice and current legislation.

### **Key Responsibilities**

Ensure that the HR operational service is delivered successfully. In particular:

- Manage the recruitment process as and when necessary
- Run an effective induction process for new staff/volunteers
- Maintain HR files and records for all employees
- Assist with running the annual appraisal process
- Ensure up to date HR policies, procedures and practice across all areas
- Review salaries annually and manage payroll process
- Oversee recording of staff holidays and sickness absence
- Manage HR issues/process i.e. disciplinary/grievance
- Support managers and provide guidance with any HR matters
- Keep up to date with relevant employment law changes

*Duties may vary from time to time with development of the post. The post holder will be required to carry out duties such as receiving telephone enquiries and dealing with general office administration as befits a small office environment.*

## **Person Specification**

**Key:** (E) = Essential      (D) = Desirable

- Good understanding of all aspects of HR **(E)**
- Recruitment and interviewing skills **(E)**
- Sensitivity in handling confidential issues **(E)**
- Excellent written and verbal communication skills and ability to develop positive relationships with staff and management **(E)**
- Excellent organisational skills and ability to balance workload **(E)**
- Experience of developing policies, procedures and systems **(E)**
- CIPD qualified **(D)**