



JOB DESCRIPTION

Job Title: Human Resources Manager (part time post)

Job Purpose: The Human Resources (HR) Manager is a member of Peace Direct's Finance and Operations team. The position is responsible for the overall strategic direction of HR within the organisation, as well as overseeing day-to-day HR functions.

Responsible to: Head of Finance and Operations

Responsible for: Office and HR Assistant

Interns (as necessary)

Main Responsibilities

- Develop, implement and monitor HR strategies and initiatives aligned with Peace Direct's organisational strategy and our Diversity, Equity and Inclusion (DEI) policy.
- Oversight for Peace Direct's recruitment and selection processes
- Support the current and future needs of Peace Direct through the development, engagement, motivation and retention of staff
- Develop and strengthen Peace Direct's HR policies and procedures
- Nurture a positive working environment, which supports a culture of belonging in line with our DEI policy
- Overall responsibility for Office Management, including Health and Safety
- Oversee and manage Peace Direct's competency and performance appraisal system
- Maintain and review Peace Direct's pay scales
- Assess training needs across the organisation
- Act as key focal point for any HR enquiries within the organisation
- Maintain the relationship with our external HR support providers and with Peace Direct's People Committee (a sub-Committee of the Board)
- Ensure legal compliance throughout human resource management
- Own the management and storage of employee data in line with the Data Protection legislation

Additional responsibilities

Contribute to the strengthening of Peace Direct's reputation as a leading peacebuilding organisation (External relations):

- Represent Peace Direct at relevant meetings and conferences, under the Direction of the Head of Finance and Operations and/or the CEO

Internal Relations:

- Work closely with members of SMT to help deliver PD's strategy
- Perform any other tasks as directed by the Head of Finance and Operations

Organisational Learning:

- Work closely with other staff to promote organisational learning

Travel:

- Occasional travel in the UK to represent PD externally

Environment:

- The position is based at PD's office in London, though it will be remote based until the office reopens in March 2021, pending an improvement in the Covid-19 rates in London
- Flexible working by arrangement

Discretion to Act:

- Working within the framework of the strategic plan, the post holder will take responsibility for their own work and for reaching targets set for them

Person Specification**Essential**

- CIPD qualified
- At least five years professional experience in human resources
- A demonstrable commitment to Diversity, Equity and Inclusion
- Knowledge and experience of managing change in an organisation
- Experience of developing and implementing HR policies and strategies
- Experience in providing HR support to staff at different levels
- Understanding of employment law and able to provide functional expertise on matters related to employee relations
- Experience of working with an organisation's Board of Trustees
- Experience in organising trainings, assessing staff development and performance and monitoring staff welfare and wellbeing
- Fluent written and spoken English
- Strong communication, negotiation and mediation skills
- Excellent attention to detail and organisation skills
- Strong IT skills, particularly in Excel, Word and PowerPoint
- Good relationship building skills to develop relationships with staff at different levels
- Flexible and responsive; able to change direction and reprioritise in response to organisational needs

Desirable

- Experience of working with a charity or not for profit organisation, preferably one that works internationally