

## **Person Specification – HR Manager (Maternity Cover)**

### **Qualifications**

- CIPD Level 5 or equivalent
- Ongoing CPD in HR and employment law

### **Experience**

- Senior-level HR generalist experience
- Providing advice and coaching to managers on a range of HR matters
- Leading and managing a HR function
- Managing change processes, including TUPE and restructures
- Developing and implementing HR policies and procedures
- Producing and presenting HR metrics to Trustees
- Experience with using HR/payroll systems

### **Knowledge**

- Comprehensive knowledge of UK employment law and HR best practice
- Understanding of GDPR and maintaining confidentiality
- Awareness of good practice in volunteer management would be useful

### **Skills**

- Strong communication, coaching, and influencing skills
- Effective team leadership and performance management
- Excellent planning, data analysis, and reporting skills
- High emotional intelligence and the ability to manage conflict
- Proficient in IT, including HRIS and Microsoft Office

### **Personal Qualities**

- Professional, resilient, and discreet
- Collaborative, inclusive, and people-focused approach
- Proactive and solution-focused mindset
- Committed to equality, diversity, and continuous improvement