

JOB DESCRIPTION

Job Title:	HR and Employee Engagement Manager
Main Purpose of Job:	<p>The HR and Employee Engagement Manager at The Vegan Society will deliver comprehensive HR services, offering clear and consistent guidance, professional support, and advice across all HR activities. This includes managing the employee lifecycle, HR operations, and continuing professional development.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Provide expert HR guidance and support across the full range of HR activities. • Manage the employee lifecycle, ensuring smooth transitions and effective HR operations. • Promote and facilitate continuing professional development for all employees. • Support the society in creating and maintaining a positive work environment. • Lead initiatives on Equality, Diversity, and Inclusiveness, ensuring policies and processes are effectively implemented.
Department:	Operations
Responsible to:	Head of Operations
Responsible for:	Not Applicable
Based:	Hybrid
Salary:	<p>Starting salary: £34,314 - £41,511 depending on experience.</p> <p>Salary reviews apply.</p>
Benefits:	<ul style="list-style-type: none"> ▪ Flexible working hours ▪ Ethical pension scheme (5-7% employer contribution) ▪ Employee assistance programme and health cashback scheme ▪ Death in service benefit ▪ 28 days leave + 8 bank holidays (25 days annual leave & 3 closure days) ▪ Cycle to work scheme ▪ Animal companion compassionate leave ▪ Climate perks policy (up to 6 days additional paid time off when choosing sustainable transportation for foreign holidays)
Term:	Permanent
Hours:	<p>37.5 hours per week</p> <p>Occasional out-of-hours working may be required to meet critical business needs.</p>
Date of Issue:	January 2025

<p><u>JOB ACTIVITIES</u></p>
<p>HR Advice and Guidance:</p> <ol style="list-style-type: none"> 1. Deliver comprehensive HR support by providing advice and guidance to all employees. 2. Support line managers with recruitment, selection, performance and absence management. 3. Coach, support and mentor line managers in the application of HR policies and practices, offering advice on HR issues. 4. Foster effective relationships across the organisation, serving as the trusted HR expert. 5. Stay current with HR legislation, ensuring policies are updated and effectively communicated to employees.
<p>HR Operations:</p> <ol style="list-style-type: none"> 1. Maintain the staff handbook by periodically reviewing and developing HR policies and procedures to ensure they are fit for purpose and compliant with employment legislation and best practices. 2. Ensure accuracy and confidentiality of all employee personal data and ensure this data is maintained on all relevant HR and payroll systems. 3. Work closely with the Finance Manager to ensure timely reporting of staff salaries, new starters, leavers, deductions or increases. 4. Provide HR support to internal and external investigating officers in the management of casework such as investigations into conduct, capability, performance, and grievance matters. 5. Support line managers in ensuring employee absenteeism is monitored and reported on a monthly basis and managed in accordance with the policy. 6. Provide advice and support to SLT and Line Managers on disciplinary or grievance issues, note taking and tracking all relevant paperwork. 7. Coordinate and support managers with the annual review process, ensuring timelines and processes are clear, support with any training needed to run reviews effectively. 8. Coordinate and support managers with the performance management process - ensuring timelines and processes are clear, support with any training needed to manage any process effectively. 9. Assist with the development, implementation and maintenance of HR systems and processes, and ensuring data capture is in full compliance with GDPR.
<p>Employee Lifecycle:</p> <ol style="list-style-type: none"> 1. Act as the first point of contact for all external HR queries. 2. Manage the recruitment process for new hires, ensuring job packs and adverts are prepared and advertised in promptly. This includes initial sifting of applications, planning interviews (dates, panels, invites), take references and confirming contracts. Ensure the process is inclusive and diverse.

3. Support the organisation in attracting, retaining and developing talent to meet the business requirements.
4. Provide recruitment advice, guidance and administrative support in candidate attraction, the selection process, onboarding, induction and probationary processes.
5. Collaborate with line managers to continually develop and improve the induction programme based on needs and roles of new starters.
6. Ensure exit procedures and interviews are conducted for all leavers, analysing and reporting on trends.

Strategy and Leadership:

1. Lead the development, implementation, and management of the Equality, Diversity, and Inclusion policy and practices.
2. Ensure equality, diversity and inclusion processes are followed through effective monitoring and reporting.
3. Collaborate with the Senior Leadership Team to develop and implement HR policies, procedures and guidance documents, ensuring legal compliance and best practices.
4. Lead on HR related projects as required by the Senior Leadership Team.
5. Demonstrate discretion and confidentiality at all times.
6. Provide reports as required by the Senior Leadership Team and Council.

Training and Professional Development:

1. Coordinate learning and development across the organisation and implement an annual training, assisting line managers in identifying CPD requirements aligned with business goals.
2. Deliver HR-related training and knowledge sharing to upskill all line managers on key topics.
3. Ensure a comprehensive package of mandatory and development training is available to support individuals in their roles and facilitate further development.

Employee Engagement:

1. Create and implement strategies to improve employee satisfaction, morale and productivity.
2. Act as point of contact for management and staff to address grievances and concerns.
3. Design and execute activities to provide wellbeing support to staff members as required. Identify, implement and manage wellbeing initiatives and benefits for staff members.

General duties that all staff are required to perform:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.

5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
8. Be willing to travel to the office for in-person meetings, training and events arranged by the organisation.
8. Positively and actively promote The Vegan Society and its values.
9. Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of The Vegan Society.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

Data Protection:

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.

PERSON SPECIFICATION

ESSENTIAL

Experience and Knowledge:

- Qualified in or working towards CIPD Level 5.
- Proven experience in HR management and employee engagement.
- Experience of managing the employee lifecycle from candidate attraction through to exit.
- In-depth experience of working at the relevant level around the full range of complex employee relations case work including grievance, disciplinary, absence management, annual leave, performance management and capability and advising managers accordingly.
- Experience of supporting senior management/trustees.
- Experience of supporting significant change including restructure, redundancy and TUPE.
- Experience of designing and implementing organisation-wide training.
- Experience of driving forward and implementation of the Equality, Diversity and Inclusion strategy.
- Strong knowledge of HR legislation and best practice.
- Proficiency in HR systems and data management, ensuring GDPR compliance.

Skills and Abilities:

- Ability to answer complex queries over the phone or email.
- Excellent interpersonal and communication skills.
- Ability to deliver excellence in HR related matters, maintaining own workload.
- Ability to provide an accurate and timely service to the managers and employees.
- Ability to keep administrative elements of HR in good order and up-to-date.
- Commitment to promoting equality, diversity and inclusion.
- Ability to keep up-to-date on employment law

Personal Attributes and Qualities:

- Strong moral code and a consistent set of values.
- Remain calm when under pressure and be able to look for solution focused outcomes.
- Ability to build effective relationships and act as a trusted advisor.
- Discreet and confidential.
- Strong organisational and project management skills.
- Proactive and prioritise work accordingly.
- Flexible, self-motivated, and resilient to changing demands.
- Use own initiative and work independently.
- Ability to build and maintain strong working relationships with and influence the work of others (including senior leaders).
- Excellent presentation skills.
- Efficient, organised, reliable and effective.
- Approachable and adaptable.

DESIRABLE

- Knowledge and experience of job evaluations, benchmarking, and equal pay issues.