

Future Leaders Charitable Trust Ltd.

Vacancy for **HR MANAGER**

Permanent contract, part time 2-3 days per week

FLCT is currently looking to recruit a **Human Resources Manager** for the rapidly growing staff team. Reporting to the Chief Operating Officer, you will be responsible for planning, developing and implementing strategy for HR management and development, ensuring best practice and legal compliance. This is an exciting opportunity to make a real difference within a small, growing organisation and establish some new HR processes.

Main duties and responsibilities

- Manage recruitment and selection activities of staff
- Support line managers with Performance Management processes
- Co-ordinate training, learning and development activities including the design and delivery of some internal HR training workshops
- Evaluate our reward and recognition process and implement changes
- Contribute to the design and implementation of a talent management process
- Contribute to the design and implementation of a succession planning process
- Create a continuing professional development culture
- Support line managers with all employee relations and dispute resolution activities
- Keep HR Database and personnel records up to date
- Review, create and implement new policies, procedures and HR initiatives
- Produce all HR documentation including contracts, correspondence, reports, policy documents etc.

Requirements

The successful candidate must be an experienced HR professional with the experience of developing a relatively young HR function, is CIPD part or fully qualified, with a solid understanding of employment law and the full remit of HR policy and practice. Experience within the charitable or education sector would be an advantage. Sound communication skills (written and verbal) are essential, as is the ability to manage time, workload and multiple tasks effectively. The role requires a strategic focus combined with strong operational capacity, and a proactive approach.

To apply

Starting salary is £35,000-£40,000 depending on experience, pro-rated depending on the number of days worked per week. To apply, please send CV and covering letter, including your salary expectations, to tara.daynes@future-leaders.org.uk. Closing date is 27th January 2010.