

Job Title: HR Generalist (1-year fixed term contract)

Location: Homebased in the UK, with possibility of office working depending on location

Role Reports To: Head of HR

Direct Reports: None

Job Family: 5

Salary: £30,000 (28 hours per week) - £37,500 (FTE)

Department: Core

Role Purpose

To work with the HR team to deliver the People Plan, contributing to Volunteering Matter’s strategic goals by participating in HR projects and supporting this with relevant upskilling of people managers.

Although this role focuses on employed staff at Volunteering Matters, we are looking for a HR colleague who understands and is energized by the impact and power of volunteering and social action.

Volunteering Matters commitment to our Equity, Inclusion, Diversity and Anti Racism approach will be integral to how the post holder supports the HR function at Volunteering Matters.

Key Duties Responsibilities

- To work in partnership with the Head of HR and key stakeholders to review and refresh the Volunteering Matters suite of employment policies.
- To design and deliver manager training to embed new policies and to upskill managers on other key aspects of people management, as appropriate.
- To work with HR colleagues to develop the newly implemented HR system as well as be involved in other HR projects as appropriate.
- To support the HR team in other smaller ad hoc projects.
- Embed inclusive practice across all aspects of Volunteering Matters HR Policies and Procedures.
- Continuously drive improvements in the HR team through external market trends, insight and best practice.



- Keep up to date with employment law and best practice, ensuring any updates are fed into internal policies and process.

Personal Competencies:

- Values driven, demonstrating a strong commitment to our Equality, Diversity, Inclusion and Anti Racist approach.
- Strong project management skills
- Strong people focus
- A proactive, flexible and can-do approach
- Open, clear and confident communication style, with ability to communicate at all levels

Skills

- Delivery focused with the ability to prioritise and organise workload agreed within deadlines.
- Excellent presentation skills and able to cater to a variety of audiences.
- Excellent up to date knowledge of UK employment law legislation.
- Strong written skills with the ability to confidently draft policies and procedures
- Extensive knowledge of policies and procedures related to an HR Function.
- Highly organised and detail orientated, with the ability to manage multiple priorities effectively.

Experience Required

- Extensive, proven experience of developing and managing policies and procedures related to an HR function.
- Significant experience of working within an HR function and a clear understanding of the needs of people managers.
- Experience designing and delivering informal, interactive training to managers.
- Significant experience of working with HR Information Systems (HRIS) and experience of their implementation and development.

Qualifications



- CIPD, minimum level 5, ideally working to level 7.

Other

Location: Homebased, with occasional travel to Volunteering Matters locations across the UK. The postholder will require good internet access to enable remote working, and suitable home office space. I.T. equipment and infrastructure will be supplied.

DBS/ PVG

This role does not require full DBS/ PVG clearance.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of ‘Freedom within a Framework’ and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from Black, Asian and Minority Ethnic backgrounds, disabled, LGBTQIA+, along with candidates from any underrepresented or disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the “Experience/Skills” section of this job description. To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection processes and methodology: The Promise (Scotland), Show The Salary.

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.

