



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	<b>HR Manager</b>
<b>Reports to:</b>	<b>General Manager</b>
<b>Salary:</b>	<b>£27,040 pro rata</b>
<b>Hours of work:</b>	<b>18hrs pw</b>
<b>Job Purpose:</b>	<p>To develop a HR strategy in line with the charity's objectives and leading on the people processes for line managers and colleagues to ensure we create a great place to work for all colleagues.</p> <p>The successful candidate will be vitally important in role modelling a positive culture and living the charity's values.</p>
<b>Key Accountabilities &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Take overall responsibility for the staff handbook, ensuring all policies and procedures are communicated and clearly understood by all colleagues by working with senior management team (SMT) to regularly update content.</li> <li>• Keep up to date with all new HR legislation, guidance and best practice.</li> <li>• Provide advice to SMT on employment law, compliance and best practice.</li> <li>• Provide guidance and support for SMT in the resolution of disputes and performance management.</li> <li>• Support SMT with recruitment of paid staff and volunteers, induction training and development.</li> <li>• Promote the charity as an equal opportunities employer.</li> <li>• Manage the administration of all personnel and other HR records.</li> <li>• Manage compliance with GDPR and all other relevant data protection legislation.</li> </ul>	
<b>Professional Development :</b>	
<ul style="list-style-type: none"> <li>• Completion of the CTLA Mandatory Induction Programme and satisfactory 6 month probationary period.</li> <li>• Ability to identify self-development opportunities and acquire skills and knowledge beyond the basic requirements of the position.</li> </ul>	
<b>General:</b>	
<ul style="list-style-type: none"> <li>• At all times act as a role model for the charities values.</li> <li>• Compliant at all times with CTLA policies and procedures.</li> <li>• To undertake any other task that may be reasonably asked of you by your line manager.</li> </ul>	



# CTLA

TRANSPORT FOR YOUR COMMUNITY

## PERSON SPECIFICATION

All attributes deemed essential unless otherwise stated

<b>Qualifications, Knowledge and Experience</b>	Proven track record of working in Personnel or HR Management. Degree/Diploma or similar qualification in HR Management (Desirable). HRIS knowledge (Desirable).
	Previous experience of working in the Charity sector (Desirable). The ability to champion and on occasion represent the charity in interactions with stakeholders and supporters.
	Understanding of Community Transport (Desirable).
<b>Skills and Abilities</b>	Ability to organise and plan own work in compliance with agreed deadlines and budgeting constraints.
	Ability to problem solve.
	Be able to work constructively as part of a team, understanding the role and the responsibilities of your own position within the team.
	Accept and manage our all of our resources carefully, efficiently and sustainably and responsibly.
<b>Qualities</b>	A People Person with the ability to build strong relationships with a wide range of people and reinforce our ethos of caring, respecting, listening and supporting all colleagues, service users and supporters. Demonstrate a warm and welcoming disposition in every interaction.
	Self-motivated, with a "can-do" approach to challenges and driven by the desire to achieve positive outcomes with the energy and resilience to keep momentum going in all projects and take colleagues with you.
	Good decision maker. Flexible and willing to adopt new technology and ways of working.
	Honesty and integrity.