



JOB DESCRIPTION HUMAN RESOURCES MANAGER

Job details

Location:	Home-based, expectation to work from AFF Central Office (Andover) 1 day a week
Reporting to:	Chief Executive
Hours:	20 hours per week (4 hours per day to be worked during normal working hours, Monday to Friday)
Salary:	£14,341.60 per annum (£26,890.50 FTE)

Job purpose

Reporting directly to the Chief Executive, this role will help AFF achieve its aims by ensuring we have the skilled and motivated employees we need to succeed, through the delivery of strategic and day to day HR advice, support and guidance.

The HR Manager is AFF's designated and sole HR point of contact is responsible for ensuring AFF fulfils its employer duties and obligations in compliance with prevailing HR legislation.

Job responsibilities

Responsibilities of the post include:

Human Resources

- Work closely with EMB and line managers, providing guidance and support on the full range of HR activities. Ensuring a consistent, fair and legally compliant approach to people management.
- Maintaining professional knowledge in respect of employment law and ensuring legal compliance with prevailing legislation. Managing compliance and risk factors and advising on matters of employment law and liaise with external legal advisors where necessary.

- Build credible working relationships with employees and managers; answering queries and providing support when appropriate.
- Work with managers to effectively resolve employee issues, ensuring compliance with appropriate HR policies and procedures.
- Responsibility for maintaining up-to-date HR policies and practice to comply with best practice and legislation.
- Ensuring employee handbook is maintained and that managers and employees are aware of the policies and procedures and able to operate them effectively.
- Producing contract documents, contract changes, job descriptions and other employee relevant documentation.
- Support recruitment process as required, including Director and Trustee recruitment.
- Monitor and review performance appraisal system and continually develop as necessary.
- Overall responsibility for AFF's Learning and Development (L&D) plan, including supporting effective and timely delivery of staff induction, identifying training from the Performance Review process, work with EMB to develop and deliver all-staff training event.
- Maintaining employee records (past and present) and ensuring compliance in file management; archiving and destroying files in accordance with best-practice retention schedules
- Gathering feedback from staff on AFF employment practices, using insight from Exit Interviews and staff surveys; recommending and implementing change where appropriate
- Managing and communicating monthly pay changes to the payroll administrator and provide back-up support in respect of running payroll, to include payment of pension contributions, NICs and childcare vouchers
- Managing the annual pay scale review in liaison with the Executive Management Board (EMB); providing benchmark/other data as required in support of the process
- Producing the annual salaries budget and quarterly in-year amendments forecasts
- Contributing to the management of AFF's employee benefits, including responsibility for sourcing and maintaining EAP contract and informing employees of staff benefits and any changes
- Developing HR planning strategies, which consider short, medium and long-term people requirements

General

- Participate in the delivery of specific projects as required and provide support for supporting change management
- Attending and participating in AFF meetings, training and events (the latter as appropriate)
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time

Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development, and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.

Adhere to all AFF policies and procedures

Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL
Proven track record in the provision of comprehensive, strategic and operational HR advice across the full range of HR issues. Ideally previous experience of operating in a standalone HR Manager role
Strong written and verbal communication skills; interpersonal skills to form effective working relationships and deliver customer service
Understanding of and the ability to maintain confidentiality and act with discretion and diplomacy
Influencing and negotiating skills to implement personnel policies
A willingness to challenge organisational culture where necessary
Strong administration skills
Ability to prioritise workload, and work to deadlines
Self-motivated and enthusiastic to achieve results
Sound working knowledge and experience of using Microsoft Office, in particular Word, Excel, Outlook and PowerPoint
DESIRABLE
Hold or be studying for a CIPD-accredited qualification
Ability to plan strategically and identify opportunities
Experience of:
<ul style="list-style-type: none"> - Working in a standalone HR Manager role - Experience of running payroll and processing expenses - Working remotely
Understanding and current knowledge of Army life and its impact on families

What we do for you - As part of the AFF team you will be eligible for our benefits from day one.

Annual Leave	Work-Life balance is important and we give all staff 30 days' holiday a year (pro-rata if you work fewer than 5 days per week), plus public and bank holidays.
Birthday day off	In addition to your annual leave allowance we also give you an extra day off to celebrate your birthday.
Time off in Lieu	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
Pension Scheme	AFF has a workplace pension scheme with NEST, which any staff member can sign up to (staff earning more than £10,000 per annum must be automatically enrolled into the workplace pension scheme). AFF will make contributions in line with the current Qualifying Earnings thresholds
Employee Assistance Programme (EAP)	The EAP provides confidential and independent advice and support on many of life's challenges including mental, physical and emotional health issues and financial difficulties.

Job context and other relevant information

- References will be taken up on appointment.
- The successful applicant must be prepared to travel to meetings as required, including the attendance to staff training events, usually held in Andover or London, and involving overnight stays. Staff are able to claim up to a maximum of 6 hours travel time each way for these events. Any other time spent travelling would be the staff member's own. All time spent in the training sessions will be claimed as working hours.
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- Expenses incurred in the course of fulfilling the duties of the post will be paid in accordance with AFFs Expense Policy
- We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home. In some circumstances a tax rebate can be claimed from HMRC in support of these small costs incurred.
- AFF supplies a laptop and mobile phone with this position.

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ