



## JOB DESCRIPTION

Post:	HR Business Partner
Responsible to:	Chief Executive Officer
Hours of work:	7.5 hrs per week (on-site)
Remuneration:	£8,000 per annum (£40,000 pro rata)

*Our Mission is to curate, support and facilitate people and ideas that make ethics matter in the world.*

### Role

1. Act as the first point of contact for HR information and advice across the organisation
2. Develop and implement, with the support of the Senior Management Team, effective and equitable performance management processes and procedures
3. Work with the Senior Management Team to review, update or create organisational policies
4. Advise and coach managers on the application and interpretation of HR policies and procedures in accordance with current and proposed employment legislation
5. Assist and support the Senior Management Team with recruitment processes and procedures
6. Be responsible for the staff handbook, contracts and personnel files (with GDPR compliance)

### Key relationships

1. The HR Business Partner is expected to develop close and effective working relations with the Chief Executive Officer and all Heads of Department
2. The HR Business Partner should develop and maintain relationships across the organisation at all levels, to achieve trust, respect and professionalism in their role as an impartial advisor

### Other

1. Comply with Conway Hall's policies such as health and safety, equal opportunities etc.
2. Attend meetings and events when required, including staff meetings.
3. Support the culture of fundraising throughout Conway Hall's activities and staff.
4. Undertake training, as required.
5. Participate actively in the life of the Society and venue.
6. Any other reasonable duties as required by the Chief Executive Officer.

### Person Specification



### **Essential Criteria**

- CIPD qualified to level 5 or above or holding an equivalent qualification
- Experience of operating as a generalist HR Business Partner or HR Adviser across all aspects of HR including policy development, performance management, EDI and employee relations
- Up-to-date knowledge and understanding of employment law.
- Experience of change management and facilitation.
- A strong commitment to the Charitable Object and aims of Conway Hall.
- Mature and well-developed interpersonal skills.
- Self-motivated and able to work autonomously.
- Excellent written and oral communication skills.
- Ability to work with people at all levels, as well as colleagues and Trustees.

### **Desirable experience/skills**

- Knowledge of the charity sector.
- Experience of business and strategic planning.
- Knowledge of one or more subject matters in the Society's field of interest.

### **Terms:**

Salary:	£8,000 per annum (£40,000 pro rata)
Hours:	7.5 hours (one day) per week (on-site) including 1 hour paid lunch break.
Holidays:	Pro rata 24 days per annum, plus one week over the Christmas holiday period, (all based upon 37.5 hours per week).
Probation period:	Three months.
Pension:	An optional stakeholder pension scheme is available. Employee contribution of 3% is matched by 5% from the employer.

Submission information: Please send a CV and covering letter by 25<sup>th</sup> September explaining how you meet the person specification to Dr Jim Walsh – [ceo@conwayhall.org.uk](mailto:ceo@conwayhall.org.uk) – after reading through the job description.

Interview date: 1<sup>st</sup> October at Conway Hall in person