

July 2024

Vacancy



The Whiteley
Homes Trust

HR Manager

37.5 hr per week

Up to £46,800 per annum



*Are you an HR Manager looking for an exciting new opportunity?
Able to easily commute to Walton on Thames, Surrey,
preferably by car as public transport is limited?*

If so, we would like to hear from you!

We are a charity that manages Whiteley Village retirement community, founded over a hundred years ago in Walton on Thames, Surrey, and the Village located in 225 acres of beautiful grounds and is a very special place to live and work.

About the role: The HR Manager is a truly hands-on generalist role managing a team of three to deliver a customer focused, proactive, responsive and professional HR service. The HR Manager will lead, support and guide on all HR professional areas including:

- Performance management
- Employee engagement and relations
- Transformation
- Policy development
- Learning & Development
- Recruitment
- KPI and MI data analysis

About you: You will have a minimum of 3 years' HR generalist management experience, of which a minimum of 2 years' experience in team leading and managing an HR Function. You will have a CIPD or equivalent qualification. Open communication style, with ability to communicate at all levels in an organisation and a proactive and can-do approach towards work tasks. You will have demonstrable experience of:

- Managing and motivating a team
- Strong knowledge of UK employment law
- Handling/supporting managers with disciplinary, grievances and appeals cases
- Handling/supporting and advising managers on absence management cases
- Leading transformation projects
- Managing/writing policies to comply with employment regulations
- Providing KPI and management information
- Experience of managing/using an HR Information System (we use People HR)

What we offer: 34 days annual leave (including Bank holidays), excellent working environment, great learning & development opportunities, life assurance, pension, employee assistance programme and free parking.

We are committed to equal employment opportunity regardless of race, religion or belief, ethnic or national origin, disability, age, marital or civil partnership status, pregnancy or maternity, sex, sexual orientation or gender identity or gender reassignment.

The Whiteley Homes Trust is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check will be required.

If you require any adjustments for the application process or interview stage, please contact us and we will be happy to discuss this with you.

We review applications as they are received, so early submissions are highly encouraged. We reserve the right to close this advert once sufficient applications have been screened and progressed.

For more details or to send your CV email

jobs@whiteleyvillage.org.uk

Alternatively, call Sue on 01932 825804