

ROLE PROFILE

Role:	HR Consultant	Salary:	£45,000 pro-rata / circa £300 per day
Location:	Remote working & attendance to Croydon Youth Zone as and when required	Reporting to:	Chief Executive
Contract:	Self-employed, 12-month FTC	Hours:	Estimated 3 days per week (there may be some unsocial hours)
Key Relationships:	Board Members, Chief Executive, Business Administration Manager (maternity cover), Youth Zone staff, External Stakeholders, OnSide Network		

Main Purpose:

The post holder is responsible for providing a professional and effective human resource support for managers and staff alongside the interim Business Administration Manager. As a HR Consultant you will lead on key HR projects and be responsible for the successful implementation and improvement of people management processes over a 12-month period.

Context of the post:

Croydon Youth Zone, generally referred to as 'Legacy', opened in September 2019 and is a network member of OnSide, a national charity.

Many young people, particularly those from socio-economically deprived areas, face an endless maze of boredom, loneliness and temptation, with nowhere to go and a lack of inspiring and productive activities to occupy their leisure time. This can lead to negative impacts on their health, educational attainment and career prospects. These are the young people that will shape the country's future prospects. It is this paradox that lies at the heart of OnSide's drive to establish a national network of Youth Zones; a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding.

Legacy, like all OnSide Youth Zones, exists to give young people, particularly those who are disadvantaged, somewhere to go, something to do and someone to talk to. The Youth Zone is open 7 days a week, at weekends and during school holidays. The Youth Zone's purpose is to help young people aged 8- 19 and up to 25 for young people with additional needs, grow to be happy, healthy and successful adults.

Legacy's state-of-the-art £6.5 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites, cooking and training facilities.

As HR Consultant, you will be integral in building strong relationships with senior members and staff within the organisation. You will be required to work on the ground to design and implement a number of HR tools, working in collaboration with OnSide. You will also feed into the People Committee Board, which takes a strategic lead in the organisational needs of the Youth Zone.

We are looking to recruit an experienced HR Consultant that can hit the ground running and quickly align with the charity and our goals. You will have a good understanding of organisational drivers, culture, governance, compliance and impactfully delivered on strategic HR initiatives.

Key projects (this is not an exhaustive list)

1. Performance Reviews

- Implementation of the current performance review process
- Development of processes to include performance related pay
- Development of salary bands
- Development of a career development plan

2. Embedding of the Kronos HR and Scheduling system

- Ensuring all staff records are up to date and on the system, the team know how to administer the system correctly, and reporting is taking place.

3. Support with equality & diversity and unconscious bias training

4. Coach, train and support managers and the team in the application of HR policies and practices including:

- Conducting disciplinarys
- Supervision sessions
- Managing sickness absence
- Recruitment of staff

5. Lead on the development and implementation of Legacy Staff Action Group

6. Create and embed engagement surveys

7. Lead on any additional specific projects as directed by the Chief Executive

Responsibilities will include:

- Advising and managing on a full remit of employee relations issues.
- To lead and advise managers on change programmes.
- Developing and implementing performance management procedures.
- Preparing and maintaining reports related to specific HR projects at a high standard for the Legacy board and People Committee.
- To provide bite size training opportunities for managers.
- Develop, revise and implement HR policies and procedures in line with current UK employment law.
- Managing your own administration

Person Specification

You will be expected to demonstrate the following experience, skills, knowledge and attributes:

Selection Criteria		Requirement
Experience		
	Experience in HR project management	Essential
	Advising and managing change management processes.	Essential
	Experience of providing support at Board or Chief Executive level	Essential
	Supporting and coaching managers to deal with people management.	Essential
	Advising and managing on a full remit of employee relations issues	Essential
	Experience of developing and implementing policies and procedures	Essential
	Previous experience as a Senior Manager or a Senior HR role within a proven track record of aligning to strategy and successful implementation of HR projects	Essential
Skills		
	Self-driven. Strong organisational skills, integrity and great follow through on tasks.	Essential
	The ability to manage and use office systems effectively	Essential
	Excellent interpersonal and communication skills	Essential
	Ability to work under pressure to cope with multiple demands and deadlines, to work fast and to a consistently high standard	Essential
	Excellent attention to detail, able to write fluently, to think clearly and to grasp new concepts quickly	Essential
	To be fully IT literate	Essential
	Ability to be thorough and organised	Essential
	Proactive, positive and solution focussed	Essential
Knowledge		
	Knowledge and awareness of the changing employment law landscape	Desirable
	Knowledge of working in charity/youth sector	Desirable
Qualifications		
	A Bachelor's degree preferably in an HR related field, or CIPD 7 equivalent	Desirable

Legacy Youth Zone is committed to the safeguarding of young people. In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS check.

To apply, please submit a completed application form to recruitment@legacyyouthzone.org

ON-SIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

