

<b>Title:</b>	<b>HR Director</b>
<b>Department</b>	People Team
<b>Location</b>	Cannock, Staffordshire based.
<b>Line Manager</b>	CEO
<b>Salary</b>	Salaried - circa £60-65k pro rata
<b>Band</b>	Grade 1
<b>Hours</b>	Full time 37.5 hours or Part time (not less than 25 hours)
<b>Designation:</b>	Permanent, subject to successful completion of probation.
<b>Initial benefits:</b>	<b>Additional- post probation benefits:</b>
<ul style="list-style-type: none"> <li>• Attractive Salary</li> <li>• Generous Holidays</li> <li>• Mileage Allowance</li> <li>• Mobile phone and laptop</li> <li>• Pension</li> </ul>	<ul style="list-style-type: none"> <li>• Health Cash Plans with the ability to add additional dependant members at employee's own cost.</li> <li>• Newlife Stores Discount after 12 weeks service</li> </ul>
<b>Summary</b>	
<b>You can change a child's life.</b>	
<b><i>Want to work for a charity, where you know you will make a difference, where you will help to change the lives of disabled and terminally ill children?</i></b>	
<p>There are 1.1 million disabled children in the UK today, more than ever before. The reality is that disabled and terminally ill children are not getting the equipment they urgently need, families are often left exhausted and feeling abandoned, having to fight daily battles for even the most basic of services. Disabled children in the UK today are often left unsafe, at risk of their disability getting worse, in pain or denied the chance to be the best that they can be.</p>	
<p><b><u>Why do we do what we do?</u></b> - Because we believe that if it was a child you love, you would want the very best for them – this is why Newlife exists. We believe that disabled, terminally ill children and their families deserve to have:</p>	
<ul style="list-style-type: none"> <li>• <b>The vital equipment they depend on.</b> What's more we believe that disabled children should get this equipment when they need it most, which is why Newlife runs the UK's only emergency service for children in crisis, that can and often does, loan equipment anywhere in the UK within 72 hours. Newlife is the leading charitable provider of specialist equipment in the UK</li> <li>• <b>The knowledge that someone cares and can help when they feel lost and alone.</b> Newlife's free national helpline, run by dedicated professionals, provides information and support when it is really needed.</li> <li>• <b>A voice.</b> We campaign for change to get a fairer deal for families with disabled children. Many parents feel they have to battle to get the support they need. Newlife gives families a voice at both national and local government level so that families don't feel abandoned and know that issues they care about are being raised and real positive change is being made.</li> <li>• <b>Hope for the future.</b> Newlife has funded pioneering Medical Research at leading UK Hospitals and Universities for over 25 years, identifying why devastating conditions occur and ways to treat and stop these devastating conditions altogether.</li> </ul>	

## **UNIQUE, CARING AND GREAT TO WORK FOR.**

Newlife is an innovative charity that is very entrepreneurial in the way that we act and raise income.

### **Commercial Recycling**

We recycle goods donated by major retail companies including clothing, textiles, footwear, accessories and housewares etc. Our recycling and reuse operation equates to saving 10,048 tons of carbon from the environment each year (the equivalent of removing over 4100 cars from our roads).

### **Retail**

We have a number of retail outlets across the Midlands and North West where we sell stock kindly donated by leading retailers, the stock is relabelled and rebranded as Newlife, our customers are the general public. The profit raised from our retail and recycling operation alongside the income raised from fantastic fundraising opportunities helps tens of thousands of disabled and terminally ill children each year.

### **Volunteer Programme & Pathway to Employment**

We believe that when disabled children grow, they often need a hand into work. We offer this hand through our volunteer programme, adults who are disadvantaged in the workplace along with other volunteers, we provide the chance to gain skills and experience in a meaningful, safe, social and happy environment. For many volunteers this has become the pathway to employment at Newlife or elsewhere.

At Newlife we believe in giving all staff and volunteers the chance to be the best that they can be. If you want to make a real difference, see the social impact from your work, please apply.

## **Job Purpose**

This new role comes at an important time for Newlife, having recently agreed with Trustees new priorities and a three year strategy. The role recognises the need for HR leadership and strategic direction, following a period of substantial growth. We continue to grow steadily and now employ more than 400 people. The wellbeing of our people is extremely important to us and so we are looking for a HR leader who is empathetic, caring and understanding, and can help us to live and communicate Newlife's philosophy and values.

Newlife is known for diversity, recruiting and supporting people of different abilities and backgrounds. There are those who have additional needs including mental Health and physical disabilities, (short and long term), many of whom have continued to work with Newlife for many years. The right person for this role will understand this variety and will be able to help us to support all those who work and volunteer for Newlife.

Our employees range across the age groups, many with decades of service, others who join us for short term periods and many who remain and have or wish to, advance their career with Newlife. You will take the lead on positive staff engagement and will build and maintain our employer brand.

You will be responsible for all HR related matters in the organisation and report directly to the CEO. You will be part of a small leadership team at director level , write reports for the board of trustees as required and liaise with Executives who represent the various parts of the organisation across three divisions:

- Central Services - which include; HR, Finance, Facilities, I.T. and Communications etc.
- Commercial Division - including multisite retail and multisite production/warehousing.
- Charity Division - including our Care Services, Volunteering, Fundraising, and Campaigning.

**Main Responsibilities (inclusive but not an exhaustive list):**

- Leading on building a positive Employer brand of internal and external engagement
- Developing and implementing Newlife’s HR (People Team) strategy and initiatives in line with the charity’s strategy, objectives and culture
- Leading the organisations People Team department, including employee engagement, learning development, financial planning, talent spotting, succession planning and Newlife’s systems including payroll and the use of a new department HRIS.
- Providing strategic counsel on all people matters while being accountable to the performance of the people team function.
- Developing Newlife policies that fulfil the mission, vision and values of the charity and consider the health and wellbeing of our staff.
- Creating and maintaining the People teams’ annual department budget.
- Preparing reports including KPI generation for dept. to be sent to the Newlife trustee board as required.
- Working closely with the charity’s governance team to ensure that the department is compliant and adopts good governance.
- Identifying and managing people and employment related risks.

**General Points:**

- Health & Safety at Work: Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions or omissions at work.
- Equal Opportunities: Newlife is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.
- Smoking: Newlife operates a no smoking policy, which includes e-cigs.
- Travel: Whilst the post-holder will be based at Hemlock Way, occasional travel may be required.
- Confidentiality: In the course of your work you will have access to the confidential nature of information collected by Newlife. The unauthorised use or disclosure(s) of any personal information without the express permission of your line manager (As per GDPR disclosure regulations) is regarded as gross misconduct and will be subject to Newlife’s Disciplinary Procedure and, in the case of both computerised and paper-based information breaches, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.
- Job Description: This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**Acceptance of Role/JD:****Name:** \_\_\_\_\_**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_**For Administration Only**

<b>Prepared by:</b>	LH	<b>Dated:</b>
<b>Finance Dept. sign-off</b>		
<b>Dept. Manager sign-off</b>	xx	<b>Dated:</b>
<b>Job Family</b>	Management	

## PERSON SPECIFICATION.

Title	HR Director	Reference: NL500
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Key areas	Job requirements	Weighting
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• You will be qualified to degree level</li> <li>• You will hold a relevant professional certificate from an accredited organisation such as CIPD.</li> <li>• As the human resource profession is constantly evolving you will be expected to continuously update your learning and knowledge throughout your career.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• <b>Experience within HR Director or senior HR role</b> – you will have substantial experience in a HR Director or senior management role and substantial experience of working in the field of HR.</li> <li>• <b>Professional expertise</b> –you will have a strong working knowledge of employment law issues, employee relations and of HR processes including recruitment, inductions, payroll, and performance management processes is required. You will also have experience in digital platform engagement.</li> <li>• <b>Strategic insight</b> – you will be experienced at creating and working to a HR strategy. You will be able to understand charity finances and maximise the resources of the department.</li> <li>• <b>Trust</b> – As a member of the executive team, you will work closely with the CEO, Managing Director and other members of the executive team. The ideal candidate will therefore have experience of working at an executive level, and is experienced at providing counsel to senior executives on strategic and people matters while able to relate to and get the trust of all employees and volunteers across the organisation.</li> <li>• <b>Charity sector</b> – previous experience of working in a HR team within a charity sector would be an advantage</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
<b>Skills &amp; Ability</b>	<ul style="list-style-type: none"> <li>• <b>Empathy and Passion</b> – to help Newlife’s people to be the best that they can be, to give people the opportunity get the best out of themselves.</li> <li>• <b>Organisational skills</b> – personal efficiency, time management skills and the ability to prioritise competing demands are key</li> <li>• <b>Communication skills</b> – HR directors are expected to lead the HR team, manage diverse personalities and viewpoints. The HR Director will require emotional intelligence with the ability to build relationships and collaborate with others.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<ul style="list-style-type: none"> <li>• <b>Data analysis</b> – you will have an ability to interpret data using spread sheets and databases to assist with understanding of the dept.'s performance and you will be proficient at using and interpreting key performance indicators</li> <li>• <b>I.T. skills</b> – you will be experienced at using HR databases.</li> <li>• <b>Role modelling</b> – As a senior member of the executive team, the HR director is expected to demonstrate and lead on the values, initiatives and culture of the organisation</li> <li>• <b>Coaching and mentoring</b> - you will be proficient in developing individuals, helping them learn new skills to aid the development of those you manage or across the wider charity.</li> <li>• <b>Lateral thinker</b> – the ideal candidate will have an agile mind and will be able to and experienced at solving problems</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
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**Notes:**

All offers of employment will be made subject to references being received that are satisfactory to Newlife.  
All Newlife roles are subject to a 6 months probationary period.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what the current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife application Form, via our online submission which is available from our website or by visiting the Superstore in Cannock  
Alternatively you can contact the People Team (01543 431495) or, via email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or via the post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF.

If you have any problems with completing any of the application formats or would like further information please email or call the People Team on 01543 431495.

**Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.**