

JOB DESCRIPTION



Job Title	HR and Learning & Development Manager
Team	Human Resources
Location	Home based / Northampton
Reports to	Director of Operations
Salary	£41,078 per annum
Duration	Permanent
Normal Working Hours	36 hours net per week

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Overall job purpose

As our HR and Learning & Development Manager, you will be responsible for leading a proactive and inclusive service across the full range of HR operations.

You will identify and implement initiatives to develop HR strategy and service delivery, embed effective people management practices and increase employee engagement and performance.

Working collaboratively with stakeholders, you will design and develop learning and development initiatives with the aim of embedding principles of continuous learning and performance development.

Key relationships

You will work closely with stakeholders across CCT, including staff, managers and our Senior Management Team (SMT). You will also work with contractors, suppliers and external bodies, including DCMS.

You are encouraged to maintain contact with professional networks to ensure you maintain up to date knowledge within the industry.

Key duties and responsibilities

HR Management

- Lead on the development, revision and improvement of HR policies and procedures to ensure CCT's policies and procedures are compliant and reflect best practice.
- Lead on the delivery of a range of HR projects and collaborate with colleagues on a range of change initiatives across the organisation.
- Maintain accurate HR records in line with CCT's employee privacy policy and retention schedule.
- Manage the relationship with external HR consultants, ensuring service level agreements are maintained and CCT receives high quality and value for money provision.
- Manage the relationship with CCT's HRIS provider and act as a super user for the system.
- Support the implementation of CCT's safeguarding policy and act as CCT's Deputy Safeguarding Lead.

Learning and Development

- Engage with stakeholders to define capability needs. Design and manage the provision of internal and external learning and development initiatives based on the needs of the organisation.
- Identify strategies to enhance learning and development including developing frameworks and development tools to enhance performance and motivation and embed the principles of continuous learning and reflective practice.
- Develop, organise, coordinate and deliver face-to-face and digital learning and development initiatives.
- Create, co-create and curate digital training resources with subject matter experts to meet learning needs.
- Maintain CCT's digital resource site, Knowledge Hub, ensuring content is accessible and relevant to stakeholder needs.
- Oversee CCT's induction programme, ensuring new starters receive timely information and access mandatory training.
- Design and implement a holistic approach to apprenticeships and work experience programmes.

Employee Relations

- Act as the HR lead on all employee relations matters, both informal and formal, guiding and supporting managers through the appropriate process, as well as reviewing reports and producing outcome letters.
- Promote consistent and effective people management approaches which promote equality of opportunity in all aspects of our work.
- Maintain up to date knowledge of employment law and best practice.

Employee engagement and wellbeing

- Implement CCT's annual employee engagement survey and analyse data to identify trends and potential solutions.
- Design and deliver diversity and inclusion approaches which create shared purpose in the organisation.
- Maintain the relationship with CCT's employee support service and promote this service to staff.

- Collaborate with CCT's Communications team to maximise engagement with internal communications initiatives.

Recruitment and Retention

- Design recruitment and selection processes to appeal to candidates and create a quality candidate experience.
- Liaise with managers and oversee the complete recruitment and selection process across CCT's vacancies.
- Manage the pre-employment check process ensuring compliance with regulatory requirements. Maintain and monitor Safer Recruitment practices, including ownership of DBS procurement and records, to embed Safeguarding at CCT.
- Oversee the engagement of self-employed contractors, maintaining robust procedures to ensure compliance with legislation.

Payroll and Pensions

- Manage the relationship with CCT's external payroll provider, ensuring service level agreements are maintained and CCT receives high quality and value for money provision.
- Prepare the monthly payroll data, liaising with the payroll provider to ensure accurate and timely payment of staff salaries.
- Ensure staff are correctly opted into/out of the Civil Service Pension scheme and CCT complies with the scheme rules at all times.
- Manage the salary sacrifice schemes.

Workforce analytics

- Implement effective reporting processes for HR and Learning and Development activities and provide key people metrics.
- Utilise data and people metrics to provide insights and inform strategic decision-making.
- Maintain CCT's HRIS data integrity by running queries and ensuring accuracy.
- Produce regular and occasional reports to SMT, DCMS, external bodies and managers, as required.
- Maintain confidentiality of data and security at all times.

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Additional information:

Mandatory training (for all roles)

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness

- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

Person Specification: HR and Learning & Development Manager

Section 1. Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

	Essential Criteria	How this will be assessed
1	CIPD qualified/part qualified (or equivalent) or able to demonstrate the equivalent level of knowledge within human resources	Application & Interview
2	Strong HR generalist experience	Application & Interview
3	Experience of developing HR processes and procedures	Application & Interview

Section 2. Further Essential Criteria

	Essential Criteria	How this will be assessed
1	Degree or equivalent experience or professional training	Application & Interview
2	Experience of developing and delivering HR projects	Application & Interview
3	Experience of using and developing HR information systems	Application & Interview
4	Comprehensive knowledge and understanding of employment law in practice	Application & Interview
5	Knowledge and understanding of equality, diversity and inclusion, and a positive commitment to working with a diverse team of staff	Application & Interview
6	Experience of developing and delivering an organisational wide learning and development initiatives	Application & Interview
7	Sensitivity in handling confidential issues	Application & Interview
8	Strong organisational and communication skills	Application, Interview & Test
9	Previous payroll and pensions administration experience	Application & Interview
10	Able to compile accurate data and produce relevant analysis	Application & Interview

Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Have a good understanding of the voluntary sector	Application & Interview
2	Have a good understanding of safeguarding best practice and considerations	Application & Interview
3	Previous experience administrating the Civil Service Pension scheme.	Application & Interview

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

Employee benefits

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

How to apply

If you would like to apply for this role, please click **here** where you will be directed to our online recruitment system. You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Monday 26 September 2022**.

Interviews will be held on **Monday 3 October 2022** via **Zoom**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@theccct.org.uk.