

Role Profile

Job title:	Human Resources Lead
Reporting to:	Findhorn Foundation (FF) Lead Steward (Chief Executive)
Has Reporting:	The holder of this position has line management responsibilities for the Human Resources (HR) team members; plus possible project leads as appropriate.
Duration/ type:	Full-time permanent role
Location:	Based at FF offices (Findhorn or Forres)

Role purpose

Working collaboratively with FF leadership to develop, plan and manage the provision of HR services for the organisation, ensuring that the FF has the people and related organisational systems in place to deliver its mission and charitable purpose. The postholder will be a member of the FF Leadership team contributing to the effective leadership of the whole organisation.

The HR Lead will line manage members of the HR team and focus on supporting the whole employee lifecycle from recruitment to the end of employment, including induction, appraisals and performance management, learning and development. This role will ensure compliance with all relevant legislation and guidelines, including the development of policies and procedures relating to employment, immigration, data protection, and health and safety legislation.

The role links closely with a Trustee chaired sub-committee to ensure that trustees are well informed and contribute to people-related developments, practices and issues as appropriate.

The person fulfilling this role would be expected to live and work in a manner consistent with and supportive of the principles of the Findhorn Foundation.

Key Relationships

The HR Lead works closely with the Lead Steward and the Chair of HR sub-committee, as well as the other Stewards and trustees, illustrating the key nature of this role. The holder of this position undertakes both internal management of those roles who report into the position as set out above, but also manages certain key external relationships that are critical to the FF's ongoing strategic development.

Responsibilities

HR

- Provide overall leadership, strategic development and management of the HR function throughout the Foundation.
- Provide guidance and advice on people-related issues, assessing risks and leading actions as required.
- Develop, implement and enable HR policies, procedures and practices in line with Foundation values ensuring compliance with legal/ regulatory requirements.
- Lead learning and development initiatives.
- Provide the organisational lead on matters relating to serious complaints or safeguarding issues raised against employees or volunteers and oversee investigations and complex employee relations issues.
- Represent the Foundation externally on Human Resources.

Strategic contribution

- Maintaining a focus upon the employees, staff and volunteers, and through provision of appropriate support services, including team supervision, coaching and mentoring, enabling the realisation of the FF's vision.
- Holding a strategic overview of the FF's organisational development to further enable the realisation of the FF's vision, supporting the Lead Steward and other Stewards in this goal.
- Leading and providing key support on organisational development initiatives e.g. regarding governance, culture, internal processes.

Organisational leadership

- Uphold the spiritual alignment of the organisation, core impulse and spiritual principles and serve as an example for others.
- As a member of the leadership team, actively participate in and contribute to the development of improved organisational performance.
- Work collaboratively with peers across Findhorn Foundation to ensure effective ways of working and to share knowledge, skills, resources and networks.
- Along with other Stewards, ensure the delivery of the FF's objectives and purpose, and support the Trustees in doing so by regular and accurate reporting.

External relationships

- In collaboration with other members of FF leadership, develop and maintain effective external relationships which will support the strategic vision of the FF.
- Managing contact with different external advisors as necessary, including the Special Care Awareness Advisor and the Foundation's Legal Advisor.

Person Specification

The HR Lead will need to demonstrate the skills to provide highly effective leadership for the whole organisation on HR practices including learning and development. They will be a role-model for other leaders and bring their experience, vision, awareness and discernment to this crucial area of work, able to prioritise and focus effectively and to translate aspirations into clear, practical actions in such a way as is consistent with the FF's principles and culture.

This is a challenging and rewarding role with great potential to make a difference to the Foundation's capability and ultimately to delivery of its mission.

Knowledge & Experience

- Broad knowledge/ experience of HR practices including UK, notably Scottish, employment law and related areas and/ or CIPD qualified. Ideally the postholder will be connected in their field (i.e. affiliations with leaders/ consultants that practice effective HR management and also organisational development)
- Senior management experience within/ of an HR function
- Knowledge/ experience of learning and development interventions
- Good knowledge of and strong commitment to all organisational compliance and regulatory requirements e.g. employment law, Health and Safety, Data Protection, etc.
- Familiarity with the FF and our vision, purpose and mission will be an advantage.
- Some knowledge/ experience of organisational development is desirable.

Skills and Competencies

- Highly effective leadership skills e.g. excellent listening and interpersonal skills, strong self-awareness, understanding of impact on others, self-management skills, commitment to learning and development (of self and others); and coaching skills.
- Highly effective people management skills including delegation, motivating others and performance management, with the aptitude to address and resolve challenging issues.

- Good personal organisation, prioritisation and time management skills.
- Excellent written and verbal communication skills.
- Good negotiation and influencing skills (at all levels).
- Good process/ project management skills – ability to ensure tasks are delivered at the right quality, on time and on budget, demonstrating an attention to detail
- Good financial management, understanding and budgeting skills.
- Sound judgement and decision-making skills.
- Analytical thinking and problem-solving skills, with a strategic awareness.
- Commitment and ability to contribute effectively to the leadership of the whole organisation and to deputise for Lead Steward.
- Demonstrated ability to interact effectively at Trustee/ Board level
- Competence with common office IT systems (ideally good working knowledge of Google Suite).

Personal Attributes

- Alignment with the Foundation's purpose and spiritual principles
- Ability to lead, articulate and implement vision and strategy
- Ability to hold responsibility and accountability
- Clear communicator and able to work as part of a team
- Aspiring to adhere to the FF Community Common Ground Principles
- Ability to represent the Foundation externally

Special demands

This is a key leadership role for the whole organisation that may require a willingness to respond to some urgent, unanticipated issues outside of normal working hours.