

## ROLE PROFILE

<b>Details:</b>			
Job Title	<b>Human Resources (HR) Lead</b>		
Department	HR	Base Location	FF offices - Findhorn or Forres
Reporting to	CEO/Lead Steward	Contracted Hours	37.5 p.wk
Accountable For	HR team inc HR Co-ordinator; Volunteer Co-ordinator	Salary Band	Currently under review

<b>Overall Job Purpose</b>
<p>The HR Lead will be responsible for the HR team and its work, as well as forming a key role within the FF leadership team and their fulfillment of its charitable objectives and business plan.</p> <p>Operating collaboratively, the HR lead will ensure that the work of the HR team develops, plans and manages the provision of the people and organisational systems and services for the FF.</p>

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>● To focus upon the whole employee lifecycle from recruitment to the end of employment, including induction, appraisals, performance management, training and development. The post holder 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.</li> <li>● Strengthen the organisational focus around learning and development.</li> <li>● 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.</li> <li>● Maintaining a focus upon the employees, staff and volunteers, and enabling the realisation of the FF's vision through provision of appropriate support services, including team supervision, coaching and mentoring.</li> <li>● 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.</li> <li>● Leading and providing key support on the various initiatives put in place to achieve the same goal e.g. regarding governance, culture, internal processes.</li> </ul>
<b>Key Relationships</b>
<ul style="list-style-type: none"> <li>● To work closely with the CEO/Lead Steward and the Chair of the HR sub-committee, as well as with the other Stewards/line managers and Trustees, whilst maintaining responsibility for the internal management of the HR team.</li> </ul>

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- The work of the HR Lead needs to link closely with the Trustee-chaired sub-committee to ensure that trustees are well informed about and contribute towards the people-related developments, practices and issues as appropriate.
- The role is also an integral part of the Leadership Team actively participating in and contributing towards the development of improved organisational performance.
- Work collaboratively with peers across the FF to ensure effective ways of working and to share knowledge, skills, resources and networks.
- In collaboration with other members of FF leadership, develop and maintain effective external relationships which will support the strategic vision and development of the FF
- Managing contact with external advisers, including the Special Care Awareness Advisor and the Foundation's Legal Advisor, as well as organisational consultants/advisers/service providers as may be required.

### **Pastoral Responsibilities**

The role of HR Lead includes a responsibility to embody the Foundation's spiritual principles as an example for others:

- You will be expected to maintain awareness of the Foundation's spiritual principles and of your own spiritual life while you engage in your life and work within the Foundation.
- You are expected to share your experience of living in the Findhorn Foundation transformational learning centre with your fellow co-workers, community members and our programme participants.

Your responsibilities will include:

- Meeting formally and informally with colleagues, community members and programme participants to share your experience.
- Offering guidance, care for others' spiritual wellbeing and support their spiritual enquiry, corresponding with your own experience.
- Observing yourself and also leading others in the Foundation's practices of attunement, meditation, sharing and celebration.

### **General Duties Applicable to All Co-Workers**

- To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person
- To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others.
- To take full responsibility for your personal professional development and training
- To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
- To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises

*It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up to date if*

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*this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.*

Signed

Date

Post Holder

Signed

Date

Line Manager

**PERSON SPECIFICATION**

<b>Details:</b>	
Job Title	HR Lead
Department	Human Resources (HR)

<b>Knowledge &amp; Skills</b> <i>(What does the role holder need to know and do)</i>	<b>Desirable (D)/ Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Broad knowledge/experience of HR practices including UK, notably Scottish, employment law and related areas.	E	A; I; QA
Professional connections in the field – notably, affiliations with leaders/consultants who practice effective HR management and organisational development.	D	A; I
Up to date knowledge and/or experience of organisational development, including successful delivery of initiatives enabling organisational change.	E	A; I
Good knowledge of and strong commitment to all organisational compliance and regulatory requirements e.g. employment law, Health and Safety, Data Protection.	D	A; I
Knowledge of financial management - understanding and budgeting skills.	E	A; I
<b>Qualifications</b> <i>(What formal qualifications are required for the role?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
CIPD membership and/or relevant formal HR training	E	A; I; QA
Degree level qualification	E	A; I; QA
Relevant qualification in OD	D	A; I; QA
<b>Experience</b> <i>(What experience does the role holder need to have?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Senior management experience within or of an HR function.	E	A; I
Knowledge and/or experience of learning and development interventions.	E	A; I

Experience of Influencing and negotiating (at all levels)	E	A; I
Project management experience – ability to ensure tasks are delivered at the right quality, on time and on budget, demonstrating an attention to detail	E	A; I
Proficient in use of office IT apps including Google Workspace.	E	A; I
Ability to interact effectively at Trustee/ Board	E	A; I
<b>Personal Attributes/Attitude</b> <i>(How does the role holder need to think and act?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
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.	E	A; I
Excellent written and verbal communication skills.	E	A; I
Ability to work as part of a team	E	A; I
Analytical thinking and problem-solving skills, with a strategic awareness.	E	A; I
Ability to delegate, motivate and performance manage others, with the aptitude to address and resolve challenging issues.	E	A; I
Good personal organisation, prioritisation and time management skills.	E	A; I
Sound judgement and decision-making skills holding responsibility and accountability.	E	A; I
Commitment and ability to contribute effectively to the leadership of the whole organisation and to deputise for Lead Steward.	E	A; I
Ability to lead, articulate and implement vision and strategy.	E	A; I
Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	A; I
Familiarity with the FF and our vision, purpose and mission will be an advantage.	D	A; I
Willingness to respond to some urgent, unanticipated issues outside of normal working hours.	E	I

A = Application  
QA = Qualification Audit  
I = Interview  
T = Task i.e. assessment centre

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