

Human Resources Manager



Hours: Full time position, 37.5h/week

Location: Based at The Park, Findhorn, Scotland

Salary: Band B £21,500 - £24,500

This is a special opportunity for someone wanting a new challenge within a spiritually-orientated work environment. If you are a HR professional, with an interest in transformative education, this post offers tremendous scope for your own development. Benefits include access to your own spiritual mentor and the opportunity to live within a spiritual eco-community.

RESPONSIBILITIES:

- 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 UK employment legislation and guidelines, including the development of policies and procedures relating to employment, including immigration.
- Strengthen the focus around employee learning and development.
- 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.

REQUIREMENTS/SKILLS:

- CIPD level 5 or above, or Degree level qualification in a HR/Business related subject, or equivalent HR experience
- Management experience within or of a HR function
- Project management experience – ability to ensure tasks are delivered at the right quality, on time and on budget, demonstrating an attention to detail.
- Up to date knowledge and/or experience of organisational change.
- Good knowledge of and strong commitment to all employment related compliance and regulatory requirements e.g. employment law, Health and Safety, Data Protection.

KEY RELATIONSHIPS:

- To work closely with the Head of Finance & Resources, CEO and the Chair of the HR sub-committee, as well as with the other line managers and Trustees, to ensure that Trustees are well informed about and contribute towards the HR developments, practices and issues.

To apply: Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to hr@findhorn.org. Please note we are currently unable to support Visa sponsorship, due to the Foundation being in the process of converting to SCIO status.