

People Lead



Hours: Flexible: either 30 hrs or 37.5hrs/week

Location: Hybrid working

Salary: £25,000 - plus £5,000 pa technical skills supplement

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

RESPONSIBILITIES:

- You will hold a strategic overview of the organisational development supporting to realise its vision for the future.
- You will 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 as well as supporting our volunteers.
- 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 and to share your experiences with fellow coworkers and community members.

REQUIREMENTS/SKILLS:

- CIPD qualification and Degree level qualification in a HR/Business related subject, or equivalent People/HR experience
- Management experience of a HR function
- Project management experience – ability to ensure tasks are delivered at the right quality, on time and on budget, demonstrating 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 CEO, Director of Finance and the Chair of the HR sub-committee, as well as with the other managers and Trustees, as well as coworkers and staff representatives, ensuring that all 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.