



**Job title:** HR Business Partner

**Location:** Remote working in the UK

**Responsible to:** HR Manager

**Salary:** £30,000 to £37,000

**Contract:** Full time, 37 hours a week

**Please note, if you do not provide a covering letter your application will not be considered.**

### **Why us?**

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has doubled in size in the past year. This has supported 278% growth in our Experience programme and 10% growth in our Inspiration programme during the past 12 months.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost two hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

### **Role Summary**

Reporting into the HR Manager you will play an integral role in providing an efficient and high-quality HR business partnering service to the charity. You will work collaboratively with your HR colleagues to ensure the HR service provided is first class. You will work closely with stakeholders across the charity to support them with their people planning and HR needs.

### **Key Duties / Responsibilities**

- Provide an effective business partnering service to line managers across the charity
- Support the creation and delivery of people plans
- Support the line manager in the effective probation and appraisal management
- Coach/train line managers on key HR areas such as performance management
- Lead on employee relations cases
- Provide sound, effective and timely employment law advice
- Provide support during organisational change
- Produce HR analysis and reports on a timely basis
- Carry out job evaluation
- Create, amend and update HR policies as and when required
- Support delivery of wellbeing initiatives
- Support HR Manager with the development and implementation of HR processes, policies and systems
- Support HR Officer with recruitment activity and onboarding processes when required
- Support the HR Manager in updating HR related policies and procedures
- Support the HR manager in HR projects as and when required
- Deputise for the HR Manager in their absence

### **Key skills and experience:**

#### **Essential: -**

- CIPD Level 7 (or working towards)
- Up to date employment law knowledge
- Previous experience in a similar business partnering role.
- Proven experience in leading on ER casework
- Effective communication and interpersonal skills, with a proven ability to build strong relationships.
- Effective organisational and multi-tasking skills
- Experience of training and coaching on HR policies and procedures

#### **Desirable: -**

- Experience of working in a scaling organisation
- Experience of working in the charity sector

### **Benefits offered at Speakers for Schools:**

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- CharlieHR perks
- Perkbox
- £500 a year training allowance

### **Diversity at our core**

At Speakers for Schools, we are committed to encouraging equality and diversity among our workforce, and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We welcome applications from all, including those where employment has been affected by Covid19 and those seeking to change careers. Diversity if at our core, join us.

### **How to apply:**

You must have the right to work in the UK without visa restriction to be considered.

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Appointees are subject to a successful DBS check, as contact with young people is likely.

**Please note, if you do not provide a covering letter your application will not be considered.**

### **The Journey to joining Speakers for Schools:**

Interviews will be scheduled as applications are received, before the closing date, and will take place over Microsoft Teams. We may appoint before this date depending on applications.

The closing date for this role will be on or before **Friday 22<sup>nd</sup> October.**

Please note, if you have not heard from us within two week of the closing date please presume that your application has been unsuccessful.

Our new team member will start ASAP.