## Text Description automatically generated

## HR Manager

**Thank you for your interest in working with Gendered Intelligence (GI)**

We are seeking an experienced HR professional to fill this new role within our Central Support Services team.

You will provide expert HR advice and guidance to managers and employees on all people related matters. The role is varied, and you will be expected to provide a high quality, flexible HR service, responsive to the needs of the organisation and in line with legislative requirements and good practice.

Whilst the majority of our staff are trans[[1]](#footnote-1)-identified, we welcome cisgender allies at all levels, and have a number of cis people working for us.

This pack contains information to help you decide if you would like this job; and tells you what to do if you decide you want to apply.

**What is in this pack?**

Click on any of the links below to go to the section you are interested in:

1. [Diversity information](#_Diversity_Information)
2. [Recruitment process and timeline](#_Recruitment_Process_&)
3. [Organisational context](#_Organisational_context)
4. [Role overview](#_Role_Overview)
5. [Job description](#_Job_description)
6. [Person specification](#_Person_Specification)
7. [Additional information](#_Additional_information)

Separate documents:

1. Application form
2. Diversity Monitoring Form

## Want to learn more before applying?

We hope this recruitment pack will provide all the information you need to decide if you want to apply for this job. But we’re aware that people may have different needs or additional queries, and we want to support all potential applicants.

**Option 1:** You can contact Moya Wilkie [moya.wilkie@genderedintelligence.co.uk](mailto:moya.wilkie@genderedintelligence.co.uk). Please note Moya will be line-managing the postholder and Chairing the interview panel.

**Option 2:** Contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) for anonymous support. As well as responding to any general queries about the process, we are offering a limited number of 15 minute slots to support applicants with their applications. These 1:1 online sessions will take place on **29th March** and will be hosted by a senior member of the GI team, who is not involved directly in this recruitment process.

The sessions will provide the opportunity for potential applicants to ask any questions they have about the process, or about how to complete the application form or what to include on it.

We hope these sessions will encourage individuals from marginalised and/or under-represented sections of our communities to apply for this position. While open to all, we would specifically encourage individuals who are transfeminine, disabled and/or people of colour[[2]](#footnote-2) to apply for a slot. Please email by **9am March 29th** if you would like to take advantage of this offer.

You are welcome to use both the options above.

# Diversity Information

Gendered Intelligence aims to create a positive working environment for all staff, and is working towards a more diverse workforce who are supported effectively to deliver their roles. We are committed to meaningfully improving our Equity, Diversity and Inclusion (EDI). This work is coordinated by the EDI Participatory Platform, which includes representation from all Departments/Bands, and colleagues with different identities and lived experiences; this work is valued by GI and participation forms part of colleagues' paid hours. Through our annually updated EDI Action Plan we are actively engaged in a programme of organisational development, reviewing policies, practices and working culture in order to improve our environment and enable colleagues to work effectively and supportively together.

We are actively seeking to bring people with different lived experiences, diverse backgrounds, abilities and gender identities into the organisation, to create a workplace that is welcoming for all.

As part of our commitment to increasing diversity, we have included a Diversity Monitoring form with this pack, which is not mandatory, but we hope you will complete.

# Recruitment Process & Timeline

Please read the background and overview information about the role, as well as the job description and the person specification carefully.

Please complete the application form (2 part) that comes with this pack. We have provided guidance that we recommend you read before you fill in the form.

Deadline for submission of applications: **9am Wednesday 12th April 2023**

Shortlisted applicants will be informed by: **Monday 24th April**

Interviews are expected to take place on **Friday April 28th**.They will be held in person at our offices in Kings Cross. If you are not available on this day please let us know this when you apply.

All job offers are made subject to references and a Disclosure and Barring Service (DBS) check, where applicable.

# Organisational context

## The Organisation

Gendered Intelligence (GI), established in 2008, is a registered charity that works to increase understandings of gender diversity and improve the lives of trans people. We imagine a world where people are no longer constrained by narrow perceptions and expectations of gender, and where diverse gender expressions are visible and valued.

We are a trans-led and trans-involving grassroots organisation with a wealth of lived experience, community connections of many kinds, and a depth and breadth of trans community knowledge that is second to none. We believe everyone can be intelligent about gender.

Gendered Intelligence is structured into three departments:

* **Professional and Educational Services (PES)**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Services (YCS)**  
  Services and projects that work with young trans people and trans adults to support well-being and enable our community to thrive
* **Public Engagement and Central Support Services (PECSS)**  
  Work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness; All internal support functions such as finance, HR, office management and IT

## To find out more, visit [www.genderedintelligence.co.uk](file:///C:\Users\lp0037\Downloads\www.genderedintelligence.co.uk) Please note – we are in the midst of a re-branding exercise which will culminate in an overhaul of our website. The current site is not fully reflective or representative of the professional, high quality services we offer.

# Role Overview

*This section gives detailed additional information about the role to help you decide if it’s likely to be a role you’ll enjoy and that you will be a good fit for.*

**Context**

When Gendered Intelligence was established in 2008, we were a grassroots community based organisation whose work was delivered primarily by volunteers and freelance workers. Since 2015, the PAYE staff team has grown from three to 37, with more recruitment planned for 2023-24. The HR function has to date been delivered by the Director of Public Engagement and Central Support Services (PECSS), with support from the Finance and Central Services Manager (FCS Mgr) and one of our Administrators. We also have a contract with an external HR provider. We have now identified the need for a dedicated HR professional to support the organisation over the next phase, consolidating existing good practice and using their knowledge and experience to improve and implement new systems.

**Requirements**

We are seeking an experienced HR professional to fill this new role within our Central Support Services Department. Reporting to the Director of PECSS, the postholder will deliver the HR function across the organisation. Your role will contribute towards the delivery of organisational strategy: our aim to “improve the quality of life for trans people” is relevant for our service users, clients, and the wider public, but also applies to our staff team, the majority of whom are trans or non-binary. We therefore aim to create a supportive, safe and compliant working environment that enables colleagues to be their best selves and deliver high quality services.

With 24/7 support available from our existing external HR contract, and part-time support from our internal Administrator, you will provide expert HR advice and guidance to managers and employees on all people related matters. The postholder will be the first point of contact for all HR queries across the organisation. The role is varied, and you will be expected to provide a high quality, flexible HR service, responsive to the needs of the organisation and in line with legislative requirements and good practice. You will be proactive, ensuring relevant colleagues are aware of (and use) HR policies and procedures effectively. This new post will involve an initial review of existing policies, processes and documentation; the postholder will build on existing good practice and use their experience and knowledge to recommend and implement improvements to systems. In addition, the postholder will co-ordinate our learning and development programme, with especial reference to our Equity, Diversity & Inclusion aims.

The vast majority of our team are home-based, but we currently retain a small number of desks in a shared office space near Kings Cross in London. Meeting rooms and other facilities are managed by the landlord provider, but the postholder will be an internal point of contact to manage the relationship and ensure that staff can access facilities when required.

# Job description

|  |  |
| --- | --- |
| Contract type | Permanent |
| Hours | Full-time – 35 hours per week. Core hours of 10am – 4pm will be required. |
| Salary | GI uses the NJC scale. This post is on Spinal points 27-31: £33,820 – £37,261 + £3,000 LW per annum (equivalent to GI internal Band 6) |
| Line Manager | Director of Public Engagement and Central Support Services |
| Direct reports | None at present |
| Location | Based at our offices in Kings Cross, with potential for flexible working from day 1. There will be an expectation of an office presence, which we would agree with the successful candidate, and would vary over time, but could be on average 2-3 days per week. |

**Main Duties and Responsibilities**

The range of responsibilities and duties of this role will include the following, although priorities may change in line with the development of the role and other duties may be allocated from time to time.

**HR Advisory and Employee Relations**

* Provide HR advice, support and guidance to colleagues on all matters of employee relations
* Monitor, review and (in consultation with the staff team) update all HR policies and documentation, ensuring these are in line with the current legislation, and communicate relevant changes to colleagues.
* Manage and maintain internal record keeping, including Annual Leave, sickness.
* Manage internal HR processes, including re-grading and flexible working applications.
* Ensure all employee data is up-to-date and maintained in line with general data protection legislation and internal protocols
* Co-ordinate GI’s Equity Diversity and Inclusion activity
* Produce management information reports for Senior Leadership Team (SLT) and Board.

**Recruitment, Selection and Induction**

* Advise and assist managers on recruitment, selection and induction, with the support of the Administrator
* Support the Chair and Panel to operate within GI’s process and legal parameters, providing advice and/or training as required.
* Manage the offer process, including preparing offer letters and contracts of employment.
* Manage the induction process, liaising with colleagues to ensure everything in place for new employees, and holding initial induction meeting.
* Lead on DBS checking for staff and Trustees, and support colleagues who manage the system for volunteers.
* Support the exit process and review exit data, liaising with SLT to address issues raised.

**Disability and access support**

* Be first contact for all access requirements, supporting colleagues directly where required but also line managers, to ensure reasonable adjustments are made
* Support and oversee any Access to Work claims.
* Arrange Occupational Health Assessments.

**Learning, Development and Well-Being**

* Support the annual appraisal cycle for all staff
* Work closely with colleagues to identify current and future learning and development needs; and devise and implement an action plan to achieve organisational and individual needs.
* Source internal and external training and manage the delivery of learning and development programmes.
* Support the delivery of staff well-being initiatives.

**Reporting & governance requirements**

* Prepare data and reports for GI Board quarterly meetings as required, to include analysis of sickness data, leaver data etc
* Undertake annual diversity monitoring survey and present report(s) to key stakeholders
* Undertake annual completion of Conflict of Interest forms.

**Office Management**

* Liaise with landlords of our current shared office space (and any alternative venues in the future) to ensure facilities are appropriate and available to support the staff team.
* Oversee processes for ordering of stationery and other supplies.
* Lead on the investigation of new premises, and plans for any agreed move.

**Additional Duties** (Depending on skillset)

If the successful applicant has competent financial skills, they will provide payroll cover for the Finance and Central Services Manager. This is a monthly inhouse task involving checking of timesheets, confirmation of SSP/OSP etc, and preparation of data to send to our external payroll company. Full training will be provided. The HR Manager will provide scheduled cover up to 3 times per annum, and emergency cover if needed.

This is not an essential part of the role so an inability to cover this task will not result in applicants being rejected. But with a small staff team we are keen to ensure cover for key tasks and have identified this as a current area of risk.

**General duties**

* All staff are required to work within Gendered Intelligence’s policies, ensuring these are carried out in relation to the job, in particular:
* Take responsibility for the health and safety of self and others at all times;
* Adhere to Data Protection guidance; and
* Behave in accordance with our codes of conduct and Equal Opportunities Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
* To work closely as part of a team with Gendered Intelligence staff and volunteers, and deliver their work in line with our 3 Ps: Professionalism, Positivity and Passion
* Any other duties appropriate with the post as reasonably requested by the Director of PECSS or the CEO.

# Person Specification

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence the experience and qualities required using examples outside of paid work.

|  |
| --- |
| **ESSENTIAL** |
| **Skills and Abilities** |
| Excellent verbal communication and interpersonal skills and ability to build productive working relations that are based on trust and confidence. |
| Ability to demonstrate confidentiality and sensitivity in dealing with HR issues, especially when handling sensitive situations and information. |
| Excellent organisational skills; able to manage and prioritise a varied workload while remaining calm and efficient under reasonable pressure. |
| Self-motivated and proactive with a ‘can do’ approach; able to work without supervision. |
| Excellent written English skills, with ability to interpret legislation and data for the purposes of internal policies / reports/ advice. |
| Able to manage and carry out the administrative aspects of the role quickly, accurately and reliably, to deadlines, with attention to detail. |
| **Experience** |
| Experience in the development and implementation of employment policies and procedures. |
| Experience of providing a confident HR advisory service to managers and employees: being a first port of call for the whole team. |
| **Knowledge** |
| Broad practical knowledge of all areas of HR including employment law and data protection. |
| An understanding of trans identities and communities and issues that are relevant to the workplace; and an up-to-date understanding of the language and terminology relating to trans people. |
| Good working knowledge of Microsoft Office including Word and Excel. Proficient IT skills, such as use of email, use of an online diary / calendar, and online document storage and sharing. |
| **Qualifications** |
| CIPD Level 5 qualified or working towards, or equivalent relevant experience. |

|  |
| --- |
| **DESIRABLE** |
| Experience of working within an LGBTQ setting. |
| Experience of working in a similar role as sole HR expert within an organisation. |

# Additional information

**Annual leave.** You will be entitled to 28 days per annum plus Bank Holidays (pro rata for part-time workers). Our leave year runs from 1st January to 31st December.

**Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm. Exact working pattern will be negotiated with the successful postholder, but the expectation is that normal office hours will be covered.

**Monthly timesheets and TOIL**. All staff are required to complete monthly timesheets which must be submitted promptly. GI has a policy for reasonable Time Off In Lieu (TOIL) where this is accrued due to periods of greater activity and agreed with your line manager in advance.

**Salary scale.** GI uses a salary scale and bands which are based on the NJC scale used by a range of employers across the UK. Annual inflationary increases will be based on NJC negotiated increases with effect from April each year. There is no automatic annual increase of spinal point.

**NB** The negotiations for the period April 2022 – March 2023 are ongoing. Once agreement is reached, any applicable rise will be backdated to the employment start date.

**Pension.** GI is part of the NEST pension scheme, by which employees contribute 5% of their salary and employers 3%. You will be automatically enrolled in this scheme once you start work, but may opt out if you choose.

**Training and Development.** GI aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring or work shadowing, or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through the regular supervision and annual appraisal process.

**Support for staff.** At GI we pride ourselves on the support staff get to do their role. All incoming staff are provided with information about the wide range of support available for staff at GI. We understand that the work we do at GI can have a strong emotional and personal element to it. Each staff member receives consistent and concentrated time with line managers, and front line delivery staff also have dedicated planning, preparation and wind down time with peers /teams. We have understanding of the various demands on trans workers and have a certain amount of flexibility to accommodate any disadvantages you may experience in the world due to transphobia. We also support caucuses for staff members who experience multiple forms of marginalisation; these are: transfeminine, disability and race & ethnicity. These are spaces where those affected can benefit from peer solidarity and support, as well as contribute to the EDI Action Plan and support organisational improvements. All of this is in place so that you can do the best job possible and thrive in your life outside of work.

**GI Ethos and Approach.** GI places people at the heart of our organisation.

We continually strive to improve everything we do, including the support we offer to staff and the services we deliver to trans people and to all other types of clients. We think carefully about the ethical aspects of our work, how we practice and who we partner with.

This links to our organisational values: The 3Ps – Positivity, Passion and Professionalism. We expect all staff to engage with these values when approaching their work at GI. We see our 3Ps as equally important for the people we employ and the work that we carry out.

1. NOTE: In this document, we use the term ‘trans’ as a very broad single-word umbrella term to include binary-identified people, non-binary people, gender fluid people, agender people, those with dual-role and similar gender experiences, and anyone else with an experience of gender like or similar to the above. [↑](#footnote-ref-1)
2. We currently use this term at GI on the recommendation of our wider community, including our trans young people of colour, who have rejected the use of the previous term that was commonly used in the UK ("Black and Minority Ethnic"). We are aware that self-identity is a personal decision, and that individuals use a range of labels to describe themselves. Terms can be welcomed by some and disliked by others. We acknowledge everyone's right to self-identification.  [↑](#footnote-ref-2)