

## Human Resources Manager

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upReach is an award-winning social mobility charity supporting less-advantaged students to secure graduate jobs in sectors including Consulting, Government & Public Sector, Law and Technology. We deliver a comprehensive programme of professional development to over 2,700 students, working in close partnership with leading employers such as the Civil Service, Accenture, Goldman Sachs, PwC and Slaughter and May.

In October 2019, upReach won the Charity of the Year Award (income < £1m) in the prestigious Charity Times Awards, and the charity also won the “Embracing Digital” award in the 2020 Charity Governance Award. In 2021 upReach’s work on the Social Mobility Network was a finalist in the Third Sector Awards ‘Breakthrough of the Year’. The charity was also a finalist in three categories at the Charity Times 2021 Awards including ‘Best use of Technology’ and the ISE Awards 2021 for our partnership with the University of Exeter.

The HR Manager will play a pivotal role in ensuring the continued strength and stability of the organisation as it expands in size. They will take ownership for all aspects of HR and will champion excellence throughout the organisation. They will have the chance to make a positive, lasting impact on our organisation, shape our HR function and help our people to perform at their best. The successful candidate will be joining at an exciting time for the upReach HR Team. Over the last twelve months we have: doubled the number of staff working for the charity, opened offices in Newcastle and Nottingham, launched four staff networks, and updated our HR systems to enhance our performance management processes and reporting capabilities.

### **Key Information**

<b>Role:</b>	Human Resources Manager
<b>Location:</b>	London, Manchester, Bristol, Nottingham, or Newcastle
<b>Hours:</b>	Ideally full time (40 hours per week), although part time/ flexible hours will be considered.
<b>Start date:</b>	ASAP

<b>Duration:</b>	Permanent
<b>Reporting to:</b>	Chief of Staff
<b>Salary:</b>	£26,500 to £35,500 (including London weighting if based in London), based on experience
<b>Application deadline:</b>	9am on Thursday 2nd December Early applications are encouraged, we may appoint before the closing date

### **About upReach**

Do you think that your socio-economic background should determine your career prospects? upReach's vision is of a society in which everybody has an equal opportunity to realise their full career potential. We help young people from less-advantaged backgrounds achieve their career potential by providing an intensive programme of support that addresses socio-economic barriers to graduate employment.

Our work is important because right now a student from a disadvantaged background who gains a first-class degree from a top university is less likely to secure an elite job than a more privileged student with a 2.2.

We are an award-winning charity employer working to address this issue in partnership with employers and universities. This academic year, over 2,700 undergraduates (we call them upReach Associates) will be supported through our unique programme of application support, soft skills workshops, Insight Days, mentoring and professional experience.

To find out more about upReach and how we support our students, visit our [website](#) and read our [Annual Report](#).

### **Core Responsibilities**

- **HR management and advice:** Providing advice and guidance for upReach's growing team of approximately 65 employees, based across five UK offices. Acting as the first point of contact in relation to all internal and external HR related queries.
- **HR Strategy:** Providing strategic guidance to the Senior Leadership Team, and leading on the development and implementation of the annual HR plan.
- **HR Policies:** Maintaining all HR policies and developing new policies and procedures in line with legislation, incorporating best practices.

- **Wellbeing:** Monitoring levels of employee engagement and wellbeing through staff surveys and forums, recommending and implementing actions based on feedback. Managing the relationship with our Employee Assistance Programme provider.
- **Recruitment and onboarding:** overseeing all staff recruitment for the charity, including the Future Charity Leaders Programme (FCLP) Graduate Programme. Managing the onboarding and induction processes for all staff.
- **Learning and development:** designing and scheduling the team training and development plan for the year, delivering training where appropriate. Managing and coordinating the appraisals process.
- **Diversity and Inclusion:** Overseeing the delivery of the Diversity and Inclusion Strategy and Action Plan (2021-2025) for the charity, supporting staff networks, and championing diversity and inclusion throughout the organisation. Reporting on HR data and team diversity data for the charity.
- **Systems and Data:** Managing the HR system, Appogee, including for processes such as: leave management, performance management, and onboarding. Providing training and guidance for all staff in using the system. Ensuring all data and personnel files in the system are up to date and accurate.
- **Team Management:** Managing a full-time member of staff and 1-2 individuals on the HR rotation of the Future Charity Leaders Programme (FCLP), a six-month rotation which forms part of our bespoke graduate scheme.
- **Office Management:** Working alongside the Chief of Staff and Head of Finance and Business Operations to provide office management for upReach offices.

### **Person Specification**

This position would be suited to individuals who are committed to upReach's mission and have an understanding of, and empathy with, the challenges facing those from lower socio-economic backgrounds. The ideal candidate will be proactive, resilient and used to managing competing priorities within a varied workload. They should be flexible and willing to perform varying duties depending on the shifting needs of the charity.

### **Essential Skills/Experience:**

1. Experience working in a fast-paced environment and working independently to find solutions to problems.

2. Excellent influencing, facilitation and communication skills and be comfortable preparing and presenting reports and proposals to senior management/board groups.
3. Strong project and programme management and organisational skills with a keen eye for detail and the ability to manage a varied workload.
4. Strong IT skills with experience of working with HR systems.
5. Strong generalist HR experience or experience in various specialist roles (e.g. learning and development, recruitment and talent management).
6. Experience of partnering the organisation to advise managers and employees on various and complex HR issues.
7. Experience of developing and maintaining policies, utilising knowledge of legislation and best practice.

**Desirable Skills/Experience:**

1. Experience managing HR management information systems
2. CIPD qualification and/or undergraduate or postgraduate degree in related subject
3. Project management qualifications or comparable experience.
4. Line management or team leadership experience.
5. A good understanding of GDPR legislation and regulations.
6. Familiarity with G-Suite and Zoom video conferencing software.

**Values & Competencies**

upReach upholds the following values:

- Perseverance
- Integrity
- Advocacy
- Aspiration
- Proactivity

We are looking for candidates to display the following competencies during the application stages:

- Problem solving and decision-making
- Effective prioritisation
- Collaboration
- Communication skills
- Project Management skills

**Application Process**

Please submit a .pdf copy of your CV and covering letter to Rochelle Kenyon at [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk) by 9am on 2nd December 2021. Interviews will take place week commencing 6th December - please let us know if there are any dates or times that week that you would be unavailable to interview in your covering email. Please ensure you explain your motivation for applying to this role, why you are interested in working at upReach, and provide further details on how your experience matches the job description. Please include 'HR Manager' in the subject line and indicate where you heard about this vacancy. Early applications are encouraged.

If you have any questions about the role or application process, please reach out to Rochelle Kenyon at [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk).

Please note: upReach has a responsibility under the Immigration, Asylum and Nationality Act 2006 to ensure that, at the time of starting their employment, successful candidates have permission to work in the UK.

If you have a right to work in the UK, **you will be required to bring proof of this to your interview** (by providing your original passport or other right to work documents). If your permission to work in the UK relies on a job offer, please bring written details including evidence of any existing visas or work permits. A photocopy will be taken of your document(s) and stored securely. If you are unsuccessful at the interview the photocopies will be destroyed. Unfortunately, upReach is unable to financially sponsor visas or work permits.

## **Equal Opportunities**

upReach is an equal opportunities employer and does not discriminate in employment matters on the basis of race, colour, religion, gender, age, disability, social background or any other protected class. We support workplace diversity and believe it creates dynamic and effective organisations. We are working hard to increase diversity in our team and would particularly welcome applications from BAME candidates.

We are committed to making our roles and culture inclusive. We can make reasonable adjustments throughout the application process and on the job. If you have particular needs or requirements, please get in touch via [HumanResources@upReach.org.uk](mailto:HumanResources@upReach.org.uk).

