



HR and TRAINING MANAGER

JOB DESCRIPTION

Job title:	HR and Training Manager
Salary:	£35,000 p/a
Hours:	37.5 per week – Monday to Friday 08.30 to 17.00 with occasional evenings and weekends
Reporting to:	Chief Executive
Location:	Colletts Farm Office, Dorsington, Warwickshire, CV37 8AU
Date:	August 2021

JOB SUMMARY

The Heart of England Forest has grown significantly in the last five years, having transitioned from a private estate to a national charity. This is a new infrastructure role essential to support further growth and development.

The charity is multifaceted, delivering a range of activities to support its charitable objectives from practical woodland creation and habitat management to farming, from engaging people and communities to delivering ground-breaking outdoor learning programmes, in addition to the standard activity areas expected within charities, such as fundraising, volunteer development and communicating to the wider public.

This is a new role set up to lead on effective HR management and training as the charity grows, meeting regulatory, industry and strategic needs, and embedding best practice throughout the organisation. The HR and Training Manager will need to be agile, comfortable and confident in dealing with a disparate workforce. With remote working here to stay, this post will need to deliver innovative solutions to stereotypical areas of HR, from virtual onboarding to implementing HR practices which work just as well in a forest or a farmyard as they do in the finance function.

Working autonomously, the HR and Training Manager needs to be able to span the strategic HR planning to the practical, dealing with day-to-day HR issues on the ground and delivering frontline training. This role offers the exciting opportunity of setting up and running a new HR function in an organisation where people are front and centre.

The Heart of England Forest is proud of its commitment to support new entrants into the industry, be that through its highly sought-after yearlong paid internship programme, or as one of the first organisations to offer the new forestry apprenticeship. The HR and Training Manager will set up an organisation-wide mentoring scheme, maximising the development opportunities for new entrants to the industry and existing staff.

We are looking for an ambitious and enthusiastic individual who will be a key player in the delivery of our strategy and a real advocate for people development. You will need to enjoy working autonomously and as part of a small team, and as a strong people manager you will enjoy training, coaching and mentoring team members and watching them progress. Above all, you will be a passionate ambassador for the charity.

KEY RESPONSIBILITIES

HR strategy and operations

- Implement robust processes and governance to ensure the charity is compliant in HR matters as required by legislation and best practice.
- Provide guidance and training to all managers, whilst auditing their work to ensure that they are compliant in terms of HR records and procedures such as appropriate recruitment checks and maintenance of HR personnel files, timely supervision and appraisals of employees, fulfilment of mandatory staff training, etc.
- Manage all employee relation cases in conjunction with the appropriate parties, including performance management, grievances, disciplinary cases and appeals.
- Provide generalist advice on the full range of complex employment issues such as disciplinary, grievances, consultation, maternity/paternity leave and others.
- Work closely with recruiting managers to plan innovative recruitment initiatives and ensure an efficient recruitment process for applicants, with the ultimate aim of reducing staff vacancies.
- Undertake recruitment advertising including placing adverts and monitoring the recruitment inbox.
- Develop and implement a HR strategy with defined deadlines to develop and enhance specific key areas of the charity such as recruitment, onboarding, training, supervisions and appraisals, staff development and reward schemes, sickness and absence management, ensuring new processes are understood, embedded and sustainable across all teams.
- Develop and implement schemes around talent management and succession planning.
- Play a lead role in employee wellbeing and engagement, including administering the employee benefit scheme.
- Regularly review and update HR policies and procedures, including documents such as the Staff Handbook and employee contracts.
- Manage the HR strategy within a defined budget and take responsibility for accounting for variances in keeping to the approved budget.
- Plan, implement and manage a centralised HR recording system to ensure accurate HR and training records are maintained securely, and information can be retrieved in a timely manner.
- Develop and maintain knowledge of current issues and best practice in talent management, training and development, and communicate this to other members of the team.
- Ensure the CEO and Senior Management Team are kept regularly informed on critical HR related matters and data, and provide support with HR related policy updates.
- Ensure all HR administration is processed in line with regulations (including GDPR), industry requirements and organisational policies; work closely with the finance team and external payroll bureau to ensure payroll information is robust and delivered accurately and on time.

Equality, Diversity and Inclusion

- Lead on EDI strategy across the charity.
- Undertake equality, diversity and inclusion (EDI) monitoring for the charity, to include recruitment, staff, volunteering, etc.
- Develop and deliver EDI training for staff and volunteers across the charity.
- Provide challenge and encouragement to push the organisation further on its EDI journey.

Training

- Provide training and mentorship to managers to ensure that they have the skills and knowledge to effectively manage their staff teams.
- Prepare, oversee and evaluate an annual training plan, including induction and development, to meet the organisation's strategic needs.
- Design, deliver and evaluate an organisation-wide mentorship scheme, as a multi-faceted staff development tool.
- Plan and deliver specific engaging training to upskill members of the wider staff team.
- Coach and mentor interns, apprentices and other new entrants into the industry to help them develop a successful career in social forestry.

General

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work, including any work undertaken by contractors and volunteers, is undertaken within the Heart of England Forest health and safety policy and processes.
- Commit to continual professional development.
- Play an active part within the wider Heart of England Forest team.
- Represent and promote the Heart of England Forest and act as an ambassador both internally and externally.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by the Head Forester or Chief Executive.

Hours

Normal working hours will be 37.5 per week, normally between 08.00 and 17.00, Monday to Friday. However, out of office hours work may be required, which may include evenings, weekends and bank holidays.

Location

The post will be based in the Heart of England Forest head office in Dorsington. The post holder must have the willingness and ability to undertake extensive travel across the Heart of England Forest on a daily basis to meet the demands of the role. The postholder will need to ensure their vehicle has an up-to-date MOT and is insured for business use.

What do we offer?

- The chance to join an ambitious charity and play a part in creating and conserving a huge Forest for the benefit of people, wildlife and the environment
- Competitive salary with a Living Wage Foundation accredited employer
- 28 days holiday plus bank holidays
- Contributory company pension
- Group Income Protection Scheme
- Group Life Assurance Scheme
- Employee Assistance Programme
- Death in Service benefit
- Medical cash plan

PERSON SPECIFICATION

Essential

- Full CIPD HR qualification (e.g. CIPD Level 5) or higher HR qualification
- Up to date understanding of employment law and recent developments
- Experience delivering an HR function within an organisation at both strategic and operation levels
- HR generalist experience and independent management of complex employee relation cases
- Experience of recruiting and inducting staff
- People focused with a passion for developing talent
- Proven training skills and experience, and an ability to engage and inspire learners
- Current knowledge of Safeguarding regulations and practices
- Knowledge of data protection legislation
- A confident public speaker with excellent presentation skills and an engaging training style
- Assertive, flexible, responsive to daily operational changes, and driven to deliver on agreed outcomes
- Strong attention to detail
- Good communication skills, both verbal and written, and the ability to independently write comprehensive reports and letters, create documents for business use
- Good IT skills (with demonstrable experience of working with Microsoft packages to include Word, PowerPoint, Outlook and Excel)
- Excellent interpersonal skills with the ability to effectively engage with a range of stakeholders
- Have the ability to effectively manage multiple projects, meet deadlines and organise and prioritise workload independently, working confidently in a standalone role
- An innovative, can-do, enthusiastic work ethic
- Able to communicate Heart of England Forest values and standards to supporters and stakeholders

Desirable

- At least 5 years' experience preferred
- Coaching and mentoring qualification / experience
- Experience of briefing and managing external suppliers
- Experience of working with volunteers and interns

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

ABOUT THE HEART OF ENGLAND FOREST

Planting tomorrow's great native woodland

The Heart of England Forest is an exciting and ambitious charity. We want to help reverse centuries of woodland decline and plant one of the largest forests in England. Our goal is to create a huge, unbroken woodland – a refuge from the modern world where people can rediscover nature and wildlife can flourish. It is an ambitious vision, which we are determined to make happen, one tree at a time.

The Heart of England Forest is not only a perfectly positioned lung for the Midlands, but a breath of fresh air for the nation. With Almost 2 million new native trees planted so far, we are restoring our native woodland – providing a safe and permanent habitat for wildlife as well as an escape for people from the urban environments surrounding it.

The Forest stretches up the Warwickshire / Worcestershire border, from the present-day borders of Shakespeare's Forest of Arden to the edge of the Vale of Evesham – the north Cotswolds to south Birmingham. It is an area dense in cities, towns and industry. Which is why we are creating a place to walk under shady canopies and through airy glades, away from the bustle of city life.

The UK has less than a third of the native tree cover of many other European countries, including France, Germany and Italy. Planting tomorrow's great native woodland has already started. With 7,000 acres of land, the forest currently consists of 600 acres of mature woodland and 4,000 acres of new planting. We have planted an incredible 1.9 million trees so far, which is over 20% of the way towards our goal of a 30,000-acre forest. But with patience and your support, who knows how far it will grow!

More information can be found at www.heartofenglandforest.org