

HR AND TRAINING MANAGER

Are you passionate about assisting others to reach their individual career potential while ensuring an organisation has the skills and competencies it needs to reach its goals? The John Muir Trust works on behalf of wild places and are looking for an experienced HR and Training Manager to add valuable resource and HR expertise to the team at an exciting time of organisational growth and development.

This new role will report to the Organisational Development Manager and become an integral member of the Development & Communications team. It is a unique opportunity to develop and deliver an exemplary HR service and tailor a Training & Development Programme that will guide and upskill our staff through transformational change.

The successful applicant will have excellent interpersonal skills together with demonstrated competence delivering effective staff management, have a solid knowledge of HR policies and Procedures, Scottish and UK employment legislation and HR best practice. Focused on organisational resilience, you will know how to develop and motivate staff to reach their career potential.

The John Muir Trust is committed to working together to promote a more inclusive environment and it needs a diverse team to realise this. Applicants for this role are welcome from all walks of life with diverse backgrounds, cultures, perspectives, and experiences to support our work on behalf of wild places.

MAIN RESPONSIBILITIES

Human Resources

- Assume responsibility for Human Resources managing the full employee life cycle from recruitment, onboarding and induction through to termination of the contractual relationship and exit interviews.
- Serve as a trusted advisor to both staff and management teams providing professional HR guidance and exemplary support.
- Stay abreast of relevant HR legislation and best practice guidance to ensure Trust policies and procedures are up-to-date and compliant.
- Assist line managers to understand and implement HR policies and procedures.
- Oversee and coordinate the Performance Appraisal Review process.
- Develop HR planning strategies, which consider immediate and long-term staffing requirements.
- Further develop the Trust's Inclusive Recruitment process to support the organisation's Equality, Diversity and Inclusion goals.
- Actively promote a positive and collaborative workplace culture that supports staff wellbeing and increases morale, productivity and performance.
- Collaborate with the Organisational Development Manager, Healthy & Safety Officer and Mental Health First Aiders on wellbeing initiatives.
- Liaise with the Trust's external HR Advisor.
- Update the Staff Handbook on an annual basis.
- Maintain employee records in compliance with UK-GDPR.

Training and Development

- Support the delivery of the Trust's Training & Development Programme, a year-on-year suite of training courses for staff development.
- Collaborate with the Organisational Development Manager to explore and expand our training programme portfolio and innovative ways of learning with a special focus on integration and application of training material.
- Understand the Trust's new 5-year strategic plan and advise on training needs to deliver the plan by conducting a skills gap analysis.
- Collate and review individual staff forward job plans and personal development goals on an annual basis.
- Manage our network of course facilitators, trainers and consultants.
- Coordinate the delivery of training courses to be delivered in person, online or at outsourced facilities as appropriate to ensure the best learning experience.
- Contribute relevant training-related resources to the internal knowledge hub and intranet.
- Assist internal teams with the development of cross-functional training modules to be delivered across the organisation.
- Plan and assess the annual Training & Development Programme budget and ensure delivery within budget.

PERSON SPECIFICATION

Essential experience

- A minimum of 3 years' experience in a practical, people-facing HR role.
- Practical experience of HR disciplines and best practices in a SME business or charity.
- A good working knowledge of UK employment law, including Scotland.
- Confident facilitator/mentor who can develop and lead training sessions.
- Demonstrated experience running a training & development programme to support delivery of an organisation's strategic plan and targets.
- Practical experience of human resource planning to assist strategic forecasting and build organisational resilience.

Essential skills and knowledge

- Confident and professional communicator (listening, verbal, written and face-to-face presentation).
- Composed and considerate relationship builder able to form effective working relationships with people at all levels.
- Excellent problem-solving and interpersonal skills to manage conflict and confrontation effectively and propose interventions and options for resolution.
- Practical IT skills with proficiency in the use of Microsoft Word, Excel and PowerPoint.
- CIPD qualified or well advanced in working towards this.

Essential aptitude

- Credible, discreet and trustworthy, values confidentiality.
- Strong work ethic and personal integrity.
- A natural mediator, empathetic yet impartial while facilitating others to reach positive resolutions.
- Adaptable to new ways of working and can contribute energy, enthusiasm and ideas to teams.
- Highly self-motivated with excellent organisational and time-management skills.

- Can work independently and as part of a collaborative team.
- Ability to work flexible hours.
- Commitment to the Trust's core values and strategic direction.

Qualifications

- Educated to degree level or equivalent.
- Professional qualification in the field of Human Resources, e.g. CIPD.
- Evidence of continued professional development relevant to the role purpose and level.
- Professional training in the fields of mentoring, coaching, facilitation or mediation is a plus.

TERMS AND CONDITIONS

Salary:	£34,000
Location:	Subject to discussion
Probationary period:	3 months
Line Manager:	Organisational Development Manager
Pension:	5% contribution to group auto-enrolment scheme
Holidays:	34 days per year plus 2 'wild days'
Hours:	35 hours per week (flexible working applies)

John Muir Trust standard terms and conditions of employment apply