

Head of Human Resources

JOHN
MUIR
TRUST

Are you an HR professional who believes that people are at the heart of every successful organisation? Do you have the skills to support a growing organisation to develop its people and processes through a period of change?

Would you like the opportunity to build an HR function for an eNGO, focused on the conservation, protection, and repair of wild places? If so we want to hear from you.

The John Muir Trust is a community focused conservation charity dedicated to the experience, protection and repair of wild places across the UK. We are in an exciting time of growth and looking to implement our internal HR functions.

This new role will report directly to our Director of Development and Communications and become an integral advisor to the leadership team. This is a unique opportunity to implement an HR function and create an HR strategy to support delivery of the Trust's vision across the UK.

The successful applicant will have experience in the creation and roll-out of HR processes and procedures. You will have a practised understanding of supporting leaders through organisational change. You will have a passion for people and excellent interpersonal skills together with demonstrated competence setting up an HR team whilst delivering effective staff management.

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

As Head of HR you will:

- be responsible for the development and implementation of people-oriented policies and practices.
- serve as a trusted advisor and coach to the leadership and management teams providing professional HR guidance and support.
- review, and improve performance management approaches and the Performance Appraisal Review process.
- develop HR planning strategies, which consider immediate and long-term staffing requirements.
- partner with the Leadership Team to design organisational structures and career pathways enabling the creation of a successful Talent Development Programme.
- design and deploy inclusive recruitment strategies that attract the best talent.
- be the champion and role model for the John Muir Trust's diverse, inclusive and equitable workplace.
- actively promote a positive and collaborative workplace culture that supports staff wellbeing and increases morale, productivity and performance.

- partner with all levels of the organisation to understand The John Muir Trust’s culture and ensure it is reinforced in all processes and practises.
- partner with the Leadership Team to support and manage organisational change
- partner and manage the relationship with The John Muir Trust’s external HR Advisor.
- review and optimise the John Muir Trust’s reward and benefits package, ensuring it is in line with market standards.
- ensure that the Staff Handbook is reviewed and updated on an annual basis.
- oversee the review and maintenance of employee records in compliance with UK-GDPR.

Person specification

Essential experience

- Experience of implementing HR programmes in an employee centric organisation and deeply understand the importance of a people focused collaborative HR function.
- Experience of designing highly effective attraction, recruitment, engagement, and performance development and management practices.
- Exceptional coaching skills.
- A natural communicator and influencer.
- A critical thinker and evidence based in your decision making, using qualitative and quantitative information, testing assumptions, and balancing business and moral imperatives.
- A keen eye for detail and communicate proactively and productively to advise and influence at all levels.
- The ability to partner with all levels of the organisation you will excel at building relationships and understand what drives individuals and teams to deliver effectively.
- The ability to work strategically and operationally and not be afraid to roll your sleeves up when the situation demands. You will be a natural leader and someone whose opinion and guidance are respected and actively sought.
- Take ownership of your own deliverables and results. OK will not be good enough for you, you will be someone who expects the best for the organisation you work in and the people who work in it. Your experience of running HR programmes will allow you to ensure that you are able to maintain focus on the goal of a project as such you will be able to prioritise your work effectively.
- Recognise that mistakes are part of growth and understand what lessons can be learned and implement improvements.
- Industrious, creative, and good humoured. You are resilient and adaptable. You enjoy and are adept at implementing bespoke and scalable solutions to critical challenges—find a way or make a way—and are not afraid to challenge the status quo. You bring a positive attitude to the table.
- Practical experience in a SME business or charity.
- Excellent working knowledge of UK employment law, including Scotland.

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.

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.

Other details

Type of contract:	Permanent
Hours:	35 hours per week (flexible working applies)
Salary:	£36,000-£49,000 per annum
Pension:	5% employer contribution to a group auto-enrolment pension scheme
Reporting to:	Director of Development and Communications
Location:	Subject to discussion (working from home possible)
Holidays:	34 days per year plus 2 'wild days' or slow travel days

John Muir Trust standard terms and conditions of employment apply.

johnmuirtrust.org