

HR Manager,
THE FOUNDLING MUSEUM
40 Brunswick Square, London, WC1N 1AZ

Job Title: HR Manager

Reporting to: Finance Director

Purpose of Job: To be responsible for:

- Updating HR strategies, policies & processes that support the achievement of the Museum's aims
- Supporting the Senior Management Team achieve a high performance culture where staff can achieve their potential in their roles
- Maintaining & delivering a high quality HR administration service to the Museum

Employment Status: Part-time, flexible

Salary: £40,000 per annum, pro rata (dependent on experience of successful candidate)

Working pattern: 15 hours per week over 3 or 4 days

On-site status: Hybrid working

About the Museum

'A seaman, a composer and a painter, and the moving story of the charity they started 270 years ago. It is a recipe of art and care, which still looks after kids today. Coram, Handel, Hogarth, what's not to love?' Grayson Perry, CBE & Foundling Museum Trustee

Inspired by three great 18th- century activists - Thomas Coram, William Hogarth and George Frideric Handel - the Foundling Museum is a force for change. We believe in creative action that brings past and present together to stimulate imaginations and enrich young lives. With a campaigning spirit, we celebrate the work of artists and inspire people to take positive action that transforms the lives of children and young people, and creates a lasting impact on society.

Widening access to our remarkable 300-year-old collection and story, lies at the heart of all our work. Our pioneering learning programmes have a lasting, positive impact on the lives of vulnerable and marginalised young people, with a focus on early years, families, paediatric inpatients and care-experienced young people.

Job Description

Main duties:

HR Strategy

- To work with the Senior Management Team on HR strategy & implementation including reward strategy, recruitment & selection, & succession planning
- To update the Staff Handbook & HR policies & practices that reflect current legislation & best practice, whilst also supporting the culture, strategy & policies of the Museum
- To ensure the prioritisation of equality, diversity and inclusion in HR, in alignment with the aims and values of the Museum

HR systems, processes & procedures

- To manage the outsourced payroll function
- To oversee & maintain HR administration on BreatheHR
- To manage the recruitment process including reviewing job descriptions, advertising vacancies & overseeing the interview process
- To manage the new starter induction process
- To manage all other HR records & contracts
- To provide advice & support to managers for any HR issues such as absence, disciplinary & grievances
- To monitor & review the Staff Handbook & all other HR policies & procedures to ensure they are kept up to date with current legislation & best practices

Training & development

- To work with line managers to ensure that all staff receive essential & appropriate training
- To oversee & support line managers in performance appraisal & other development needs
- To provide advice, training & tools to support line managers in managing staff & understanding HR policies & procedures
- To monitor & review training records to ensure all training requirements are being met
- To support & encourage the use of all available training resources including iHASCO

Other

- To be flexible in approach and carry out any duties that may fall within the range of the role, as requested by the Directors or Trustees

PERSON SPECIFICATION

Essential

- CIPD Level 5 qualified or equivalent experience
- Experience working as an HR Manager or a similar HR role
- Experience in leading recruitment from the beginning to the end
- Experience of providing guidance, support, and advice to employees and managers on a range of employment-related matters, including performance management, disciplinary actions, grievances, and conflict resolution
- Strong knowledge of HR best practices, employment laws, and regulations
- Strong time management and budget management skills
- Confident, personable and able to negotiate, network and build relationships
- Self-motivated, and able to work independently as well as within a team
- Ability to multitask, prioritise, organise tasks and delegate
- Able to act with discretion and maintain professional confidentiality at all times

Desirable

- Proven experience of supporting/managing HR projects and initiatives
- Experience of working for a similar sized charity or other social enterprise
- Experience of working in a stand-alone HR role

In addition, the benefits you are eligible to receive are:

- 25 days annual holiday (pro rata for part-time staff)
- You will be eligible to join a group contributory pension scheme 3 months after your start date
- Membership of an Employee Assistance Programme
- Discount from the Foundling Museum Shop and local partner businesses

To apply please download the application form and equal opportunities questionnaire on our website and upload these via the Breathe

<https://hr.breathehr.com/v/hr-manager-31233>

If you have any questions, please contact Alice Clegg via AliceClegg@foundlingmuseum.org.uk

Closing Date 11th September midday
Interviews w/c 25th September