

## **HR & Training Manager**

### **Job Description & Person Specification**

**Salary £34,000-£40,000**

#### **HR & Training Manager (£34,000- £40,000)**

##### **Recruitment & induction**

- Develop and manage recruitment processes to attract and retain high quality team members into the organisation
- Help set effective training and development plans for each role, function and team.
- Support the development of the MCR intermediate training course for internal use to develop an effective mentoring culture
  - Support the structured and effective induction of new team members
  - Support managers in the appraisal process ensuring that the development needs of team members are clearly tracked
  - Coach line managers across the organisation to support and manage their teams effectively.

##### **Internal team development & volunteer support**

- Provide coaching to further develop people management and in particular mentoring skills and mentoring culture across the organisation
- Develop policies, guidance and processes to support the effective involvement of volunteers across the organisation
- Help ensure effective and consistent implementation of performance, personal development and any disciplinary processes
- Work with teams to embed and further develop the MCR wellbeing strategy
- Support staff engagement through discussion groups, surveys and other means, recommending improvements where appropriate

##### **HR practices & policy development**

- Maintain and develop MCR's suite of employment and operating policies and best practices.
- Ensure that the staff guidebook is maintained on our intranet system and awareness of HR policies and guidance among new and existing staff
- Ensure organisational policies are applied consistently and track staff annual, sick and other leave, and other HR records

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Significant experience in a similar role, ideally for a comparable organisation</p> <p>Solid understanding of the key principles of employment law</p> <p>Experience of effective promotion of HR policies across an organisation and of maintaining clear HR records</p> <p>Experience of developing, updating and embedding innovative and supportive HR policies</p> <p>Demonstrable ability to influence senior managers on HR strategy and decisions.</p> <p>Experience in managing a small team.</p>	<p>Experience of implementing new HR systems and automations would be an advantage</p>
<b>Abilities</b>	<p>A strategic thinker with ability to implement new initiatives with a hands-on approach</p> <p>Excellent interpersonal and coaching skills, with the confidence to deal with sensitive issues</p> <p>Ability to stay calm in stressful situations and when dealing with conflict</p> <p>Clear and precise writing skills; including evidence of producing reports, drafting policies, note taking, blog posts etc.</p> <p>Ability to use own initiative, work well independently as well as work as part of a team</p> <p>Effective time management and prioritisation</p>	<p>Strong IT skills across word processing, databases and spreadsheets.</p>

<b>Attitude &amp; values</b>	Positive, solution-focused attitude  Self-motivated, committed to MCR cause and values	
<b>Qualifications</b>	Full/part CIPD qualified or with relevant equivalent experience	Higher/Further Education Desirable

MCR Pathways subscribes to the Rehabilitation of Offenders Act (1974) regarding disclosure & barring.

MCR Pathways is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

MCR Pathways is committed to creating an inclusive and diverse environment. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.