



## Job Description and Person Specification

Post:	People and Wellbeing Manager
Salary:	£35,745 pa pro rata (actual £21,447)
Hours:	21 hours per week
Responsible To:	Chief Executive and the Board of Trustees

### Job Description

#### Summary of Main Duties and Responsibilities

Supporting Manchester Mind to provide excellent support to the charity, staff and volunteers; so that we are able to be proactive in and have the strategies in place for supporting and developing staff wellbeing and supporting the alignment of our policies, procedures and actions with our values and beliefs. All in a way that is built on good relationships. In order to do this you will be working collaboratively with Manchester Mind Chief Executive, Operations Director, People and Wellbeing Administration Officer, and the Board of Trustees.

#### Main Duties and Responsibilities

##### Operational People Management and Support

- Lead on the positive development of a values-led people and wellbeing/human resource function across Manchester Mind.
- Support the development of a recruitment and selection process that is fully values-led and is accessible to ensure a diverse staff team.
- Ensure that Manchester Mind has the necessary policies and procedures in place to manage/support employees in line with our values throughout the employee lifecycle from recruitment, induction, payroll, performance and recognition to exit.
- Ensure that all HR policies are clear, updated and communicated so that they are understood and effectively and consistently implemented.
- Oversee and contribute to recruitment processes and improve staff skills in recruitment.
- Advise the CEO and Senior Management Team on human resources matters and ensure all people managers in the organisation have the necessary skills and support to address complex employment issues e.g. in relation to sickness, performance, disciplinary grievance and redundancy processes.
- Oversee and positively manage the organisational sickness absence policy.
- Ensure timely and accurate workforce information is available as required for trustees, senior managers and the Finance team (e.g. for payroll purposes).
- Attend Trustee Sub-Committees to report on HR matters as required.
- Manage, motivate and develop the People and Wellbeing Administration Officer to ensure that all HR processes are carried out efficiently and accurately.
- Oversee and contribute to the HR aspects of any application for organisational quality marks.

##### Learning and Development

- Support the creation of a learning organisation – one which values the development of leadership and management skills amongst all our staff.

- Develop and deliver training to increase the capacity and confidence of staff to resolve HR issues and support teams in a way that's consistent with Manchester Mind values.
- Oversee existing and potential learning and development opportunities.

### **Culture and Staff-Wellbeing**

- Support the leadership team to ensure that our organisational culture is rooted in our values and creates a safe and inclusive environment for all to thrive.
- Oversee initiatives to promote the wellbeing of staff and volunteers.
- Develop and implement a staff satisfaction surveys. Analyse results and work with the CEO and Senior leaders to develop action plans in response to the results.
- Monitor the diversity of staff and volunteers and working within Manchester Mind and report back and contribute to the development of plans to improve equality, diversity and representation throughout Manchester Mind.
- Recognise the importance of taking care of own wellbeing and taking advantage of wellbeing initiatives offered by the organisation to our staff.

### **Compliance**

- Maintain relationships with Peninsula to ensure Manchester Mind maintain compliance with UK employment law and obligations in relation to staff and volunteers including safe recruitment, data protection etc. Highlight any potential risks or areas of non-compliance.
- Oversee the collection of meaningful and accurate HR data and ensure that relevant management information is available to be shared with the CEO and senior leaders, the charity and the Board of Trustee.

### **General Responsibilities**

- Maintaining a professional and confidential approach to work at all times.
- Actively participating in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with your manager.
- Contributing to the effective and efficient running of Manchester Mind by awareness and compliance of policies and procedures, including Health and Safety.
- Ensuring data is managed in compliance with General Data Protection Regulations.
- Creating positive relationships and treating all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Minds core aims and values, and adhering to equal opportunities and diversity statements and policies.
- Working outside normal office hours if required to do so to meet the needs of the service.
- Carrying out other duties as requested by the Service Director or Board of Trustees.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

## **Person Specification**

All essential unless indicated.

### **Knowledge and Experience**

- CIPD membership with a Level 5 qualification (or equivalent by experience).
- Experience of working in a varied, generalist HR/People and Wellbeing management role with experience of developing and implementing values led HR practices, policies and systems.

- Experience of being able to create a sense of belonging where people feel able to contribute.
- Experience of advising employees and managers on a range of employee relations including complex change processes and performance management.
- Experience of delivering training and/or coaching to staff in order to improve awareness and skills in delivery of HR matters.
- Experience of supporting staff in a way that helps develop skills.

### **Skills and Personal Qualities**

- Ability to work in a collaborative way that enables a generous sharing of skills and clear communication.
- Ability to produce written reports.
- IT skills which will enable production of and analysis of data.
- Ability and willingness to put Manchester Mind values at the centre of the work.

