

Job Title	HR Manager	
Salary:	£16.50 per hour £24,024 actual per year £31,102.50 full time equivalent	
Hours:	28 hours per week (negotiable) Ideally would work Friday or half day Friday	
Location:	Remote (home) working + occasional travel across Cheshire	
Accountable to:	Chief Finance Officer	
Role summary	<p>Age UK Cheshire works with older people to support them in living their best life...</p> <ul style="list-style-type: none"> • relieving loneliness, so that older people feel connected, • combatting poverty, so that older people have enough to live on, and • increasing independence, so that older people can live the lives they want to lead. <p>The HR Manager is responsible for leading the organisation's HR services and volunteer programme, ensuring strategic alignment and effective delivery across both areas. This role will also provide leadership during a period of post-merger restructuring, ensuring integration and cohesion across retail, services, and core support functions.</p> <p>Reporting directly to the CFO, the HR Manager will oversee strategic, compliance, and operational HR and volunteer services, supported by an HR Admin Assistant working 20 hours per week.</p> <p>This includes managing recruitment, performance management, employee and volunteer relations, and training.</p> <p>The role also ensures alignment between HR, volunteer strategies, and organisational goals.</p>	
JOB DESCRIPTION		
Strategic leadership	1	Lead the development and implementation of HR and volunteer strategies aligned with organisational goals., and the demands of post-merger restructuring.
	2	Provide expert HR and volunteer management advice to senior leadership including the Board of Trustees.
	3	Monitor HR and volunteer performance, ensuring compliance with legal and organisational policies, manage risks effectively.
	4	Align HR and volunteer strategies with organisational goals, supporting the successful integration of teams and systems across the organisation
HR and volunteer management	5	5. Manage HR and volunteer operations, including recruitment, induction, performance management, and training to ensure seamless integration across departments.
	6	Ensure HR and volunteer systems, policies, and procedures are compliant and to date and aligned with best practices

	7	Manage HR and volunteer budgets to ensure cost-effective solutions.
	8	Foster a culture of inclusion, engagement, and high performance across staff and volunteers while supporting operational needs
	9	Foster a culture of inclusion, engagement and high performance across paid staff and volunteers.
Compliance and employee relations	10	Ensure compliance with employment and volunteer legislation, including Health and Safety and Equality Act obligations.
	11	Provide guidance on employee and volunteer relations, managing grievance, disciplinary, and conflict resolution processes for both staff and volunteers. for both staff and volunteers.
	12	Develop and promote initiatives to enhance diversity and inclusion within the workforce and volunteer base.
Team leadership	13	Line manager staff responsible for HR and volunteering ensuring clear delegation of tasks and effective workload management to meet organisational needs.
	14	Ensure personnel are equipped and trained to meet organisational needs.
	15	Promote a positive, collaborative work culture that supports personal and professional growth for all team members
	General	
	16	Uphold the organisation's core values and act as an ambassador for Age UK Cheshire, demonstrating respect, empathy, and professionalism in all interactions.
	17	Take personal responsibility for health, safety, and wellbeing, ensuring compliance with organisational policies and health and safety regulations.
	18	Promote diversity and inclusion, fostering an environment where individual differences are valued and equality of opportunity is upheld.
	19	Foster collaboration, communicate openly with colleagues, and contribute to continuous improvement initiatives
	20	Take responsibility for personal development, adhere to organisational policies and legal requirements, and undertake any other duties as required to support the organisation's goals.
PERSON SPECIFICATION		
Essential	a	CIPD qualified or equivalent proven experience in human resources and volunteer management.
	b	Proven experience managing HR and volunteer functions, ideally in a medium-sized organisation or post-merger environment.
	c	Strong knowledge of employment law, volunteer management practices, and relevant compliance (including Health and Safety and Equality Act).
	d	Ability to provide strategic HR and volunteer guidance to senior leadership, with experience in developing and implementing HR and volunteer policies and procedures.
	e	Excellent interpersonal and communication skills, with the ability to influence, engage, and build relationships at all levels of the organisation.

	f	Experience with HR and volunteer management systems, including maintaining accurate records and ensuring compliance with data protection and safeguarding requirements.
	g	Proven ability to work independently, prioritise workload, and manage multiple tasks and projects simultaneously, with flexibility and adaptability in a fast-paced environment.
	h	Commitment to organisational values, including diversity, inclusion, and continuous improvement, with the ability to foster a positive and collaborative work culture.
Desirable	a	Experience in the charity or not-for-profit sector.
	b	Experience managing volunteer recruitment and engagement.
	c	Knowledge of health and safety legislation as it relates to HR and volunteer management.
GENERAL:	a	Have use of a car, full driving licence, and ability to travel across Cheshire in the course of the role.

ADDITIONAL INFORMATION	
HOURS:	The contracted hours for this role are 28 hours per week, typically worked Monday to Friday between 9am and 5pm. However, both the specific working days and the daily hours within this timeframe can be discussed and agreed upon, based on operational needs Occasional out-of-office hours activities are part of this role.
CONTRACT:	All new staff are subject to a six-month probationary period. 4 weeks' notice is required to terminate employment by either side i.e. the employee or Age UK Cheshire. During the probationary period, one week's notice is required by either side.
HOLIDAY ENTITLEMENT:	From the 1st January to 31st December the basic annual entitlement for full time employees is 25 days, plus an entitlement to Public Bank Holidays and a discretionary entitlement to 1 extra day awarded by the Trustees. Part time staff will have their entitlement pro-rated according to the number of hours they are contracted to work.
CRIMINAL DISCLOSURE:	The post holder will be subject to police checking by the Disclosure and Barring Service Enhanced Disclosure.
PENSION:	Age UK Cheshire has an automatic enrolment workplace pension scheme in place for eligible employees.
HEALTH CARE:	Age UK Cheshire offers a Health Care Cash Plan and staff are entitled to receive healthcare benefits.

Age UK Cheshire is a Mindful Employer and positive actions will be taken to ensure that people will not be excluded from working for the organisation because of their age, race, ethnicity, faith, marital status, sexual orientation, gender, physical or mental health.

Charity No 1091608