



Application Pack

People Manager

Dear Applicant,

Re: People Manager

Thank you for your interest in working for The Junction. The Junction is a respected charity working to make a difference to the lives of children young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

Are you a passionate HR professional looking to make a positive impact on the lives of children and young people?

After a period of significant growth, we are seeking a dedicated and experienced **People Manager** to join our leadership team to ensure we have a high performing and engaged workforce.

The right candidate will have the ability to:

- **Manage the employee lifecycle** – providing a focal point for the employee lifecycle, from hiring to performance evaluation and discipline.
- **Develop and implement HR initiatives** - that align with the charity's objectives and maximise employee engagement.
- **Ensure compliance** - with employment legislation and best practices.

In addition, you will have strong communication and leadership skills, and be knowledgeable about employee relations, performance management, and conflict resolution.

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact Beth Major on 01642 756000 or via e mail at Beth.Major@thejunctionfoundation.com

Once you have completed your application please return to: recruitment@thejunctionfoundation.com

Or alternatively post to The Junction, Westfield Farm, The Green, Dormanstown, TS10 5NA please ensure your envelope is marked PRIVATE AND CONFIDENTIAL.

Please note the deadline for the applications is **Thursday 2nd January at 12 noon.**

Interviews will be held on the 14th and 15th of January 2025.

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major
Chief Executive Officer

Why work for The Junction?

Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough. In addition to the helpline we provide access to 6 sessions of face to face counselling

Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra day's holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

Making a Difference

By being part of an extraordinary team, we work together to help transform the lives of local children, young people and families.

Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- Youth Employment Services
- Young Carers' Services
- Youth Services
- Children and Young People's Emotional Wellbeing and Mental Health Services
- Children and Young People's Specialist Transport Services
- The Junction Multibank

We pride ourselves on being able to provide multiple specialist services 'under one roof' with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- Understand the issues facing children and young people
- Have the skills to effectively support them
- Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

Expectations and Job Description

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

Mission

To empower children, young people and their families to embrace life with confidence, facing life's challenges in a positive way.

| Values | Key Principles |
|-------------------|--|
| We listen | Children and Young People are at the heart of everything we do |
| We genuinely care | |
| We don't judge | Our workers are the key to building strong, positive relationships |
| We empower | |
| | Working in partnership to make change happen |

Job Title: People Manager

Salary: £35,000-£45,000 per annum pro rata

Hours: 24 hours per week – flexible working available.

Responsible to: Chief Executive and Executive Team.

Location: Agile working – with the capacity to travel regularly across Tees Valley when needed.

Contract: Permanent.

Key Relationships: Executive Team, Leadership and Management Team.

Job Purpose:

The main purpose of the role is to ensure we have a high performing and engaged workforce. This will involve managing human resource functions, providing a HR perspective to the Executive and Management Teams, leadership of our Human resources and Workforce Wellbeing functions and supporting the charities strategic objectives.

You will take a strategic approach but also support line managers with operational HR by offering advice and occasionally being involved in direct provision of human resource functions.

Key Duties and Responsibilities:

- **HR Strategy:** Develop and implement HR strategies that align with the charity's overall mission and goals.
- **Policy Review and Development:** ensure organisational policies and procedures are reviewed in line with employment law and developing appropriate new policy that reflect the changing needs of the organisation and our people.
- **Recruitment and Selection:** Oversee the recruitment process, including job postings, candidate screening, interviews, and onboarding to ensure our systems are robust and we are following best practice.
- **Performance Management:** Develop and manage performance management systems, including performance reviews, goal setting, and employee development plans.
- **Employee Relations:** Ensure positive employee relations are maintained and enhanced to help colleagues feel valued and engaged, and to create a positive culture.

- **Timely advice and support:** Support Managers and colleagues when issues arise to ensure swift action is taken in the best interests of the Charity.
- **Learning and Development:** Identify training needs, develop training programs, and oversee employee development initiatives.
- **Compensation, Benefits and Employee Wellbeing:** ensure our employee benefits and terms and conditions are regularly reviewed and remain competitive within the sector. Ensure our Wellbeing programme is fit for purpose, delivered to budget and ensures we retain talent within the organisation.
- **HR Administration:** Oversee HR administrative tasks, such as maintaining employee records, processing payroll, and managing leave requests.
- **Change Management:** Support organisational change initiatives by providing HR guidance and assistance.
- **Compliance:** Ensure compliance with employment law and HR best practices from recruitment to the end of the employee lifecycle.

Working in Teams

- Work as part of The Junction's team(s) to achieve The Junctions aspirations to further support children, young people and charities in line with organisational objectives.
- Work collaboratively with all colleagues.
- Work as part of The Junctions Team(s) to contribute to its strategic and organisational development including sharing experience, knowledge and where appropriate providing training and guidance.

Professional Development

- Access own line management and supervision as appropriate
- Take part in relevant professional development to update skills and address any gaps in knowledge or training relevant to the role.

Working within The Junction's Policy Environment

- Demonstrate a commitment which promotes and values diversity and the equality of opportunity, in relation to employees, workers, service users and the wider community. Challenge the use of any discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.

- Undertake all work in accordance with The Junctions policies and practice including but not withstanding Information Security, Health and Safety, Risk Management.
- Achieve the highest standards of customer care at all times.
- Work and adhere to The Junctions values at all times.

Person Specification

| Person Specification: Events and Community Fundraising Coordinator | Essential | Desirable | Proposed Selection Method |
|--|------------------|------------------|--|
| Qualifications and Training | | | |
| Bachelors degree in Human Resources Management or a related field | | X | A |
| Minimum level 5 CIPD qualification (or equivalent) | X | | A |
| Ability and willingness to undertake further training and development as required within Job Role | X | | A |
| Demonstrable commitment to personal development | X | | A |
| Knowledge, Skills and Abilities | | | |
| Proven experience in Human Resource management, ideally within a not – profit organisation | X | | A / I / R |
| Strong knowledge of employment law and HR best practices | X | | A/I |
| Strong organisational and time management skills | X | | I/R |
| Knowledge and experience of issues and challenges that vulnerable children and young people face | | X | I |
| Excellent people skills - Ability to engage and communicate, building strong relationships with colleagues and stakeholders from a range of backgrounds and tailor information to suit an audience | X | | A/I |
| Ability to work independently and as part of a team | X | | A/R |
| Excellent IT skills – including competency in using Microsoft Office packages and other databases to record accurate information | X | | A/I |
| Work Related Circumstance | | | |
| Willingness to work flexible hours | X | | A |
| Demonstrate an understanding of professional boundaries and | X | | A |

| | | | |
|--|---|--|-----|
| appropriate relationships with people and other professionals | | | |
| Vehicle licence and access to a vehicle or prepared to achieve within an agreed period, ability to travel as per the demands of the role | X | | A |
| Equal opportunities, Diversity and organisational values | | | |
| Commitment to pursue Equal Opportunity and Non-Discriminatory practices. | X | | A/I |
| Personal qualities | | | |
| Personal resilience | X | | A |
| Friendly and welcoming | X | | I |
| Ability to work in a developing service and lead change | X | | I |
| Energy and Commitment | X | | I |
| Understanding of and Commitment to The Junctions core values | X | | I |

A = Application I = Interview T = Test P = Presentation