

Fairfield Environment Trust
Human Relationships Officer

Job Description



Hours: 5 days a week (37.5 hours a week)

Days: Exact days worked may be flexible, we will require you to work some weekends

Length of Contract: Permanent

Probationary Period: 6 months

Salary: Between £18,768 and £20,465 (gross) salary p/a depending on experience

Pension: 5% employer contribution

Responsible to:	Chris Walsh and the Trustees of Fairfield Environment Trust
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Role:

Fairfield Environment Trust (FET) is about to enter a new and exciting phase of development. Earlier this year our trading arm Fairfield Recycling, won a new recycling contract that has seen us grow significantly. We have also completed a series of mergers and now our family of organisations includes activities as diverse as farming and building management.

With an increased workforce has come additional responsibilities and the resources to enable us to become one of Greater Manchester's most impactful environmental charities. We are therefore seeking an individual to join a growing, youthful and dynamic team who are taking on the mantle of our retiring founders, offering a unique job opportunity to shape and grow our businesses and charitable work over the next decade.

The full-time FET Human Relationships (traditionally called Human Resources) Officer will be responsible for the day-to-day HR issues of the Fairfield Group which includes a charity and a number of social enterprises, working along side and supported by our finance team and our Business Development Manager.

The refined job title reflects our desire to nurture a team approach rather than a more traditional management structure, with a culture of continual learning and improvement.

Previously we have not had a dedicated member of staff committed to personnel issues and this post will prioritise the adoption of systems and procedures for supporting our growing staff numbers in progressive HR methods. Training and on-the-job learning will be a key part of this post in the first six months.

Your responsibilities will include: Record Keeping and Reporting; Staff Training; Health & Safety; recording Social Impacts and Key Performance Indicators; helping with Business Risk Management and Compliance of various employment regulations.

The post is based at both New Smithfield Market and Bridge 5 Mill, both in East Manchester and easily accessible by public transport.

Tasks will be determined by a mutually agreed annual action plan, but your main duties are stated below.

Main Duties:

Record Keeping and Reporting:

- Monthly reports to Directors on progress with all aspects of HR.
- Attending Directors meetings to report on HR issues when requested.
- Develop and put in place robust personnel files for all staff.
- Collate evidence that policies and procedures have been shared with staff and are understood and acted upon.
- Review all job descriptions and employment contracts and update as appropriate.
- Alongside our Fleet Manager keep relevant driver records of driving hours (e.g. Tachograph records) and training.

Staff Training:

- Develop Personal Development Action Plans for all staff to nurture a culture of continual learning.
- Develop and implement a programme of staff induction and in-house training and refreshers.
- Develop and implement a programme of formal training and attainment of relevant qualifications.
- Working with senior staff to manage training budgets.
- Keep good training records and regularly update.

HR Policies & Procedures:

- Review all relevant policies and refine to adopt good practice.
- Lead on all aspects of staff, intern, volunteer and placement recruitment.
- Facilitate the mentoring and line management of staff.
- Facilitate reviews and appraisals during staff probationary period.
- With senior staff and Directors, lead on any complaints and disciplinary procedures involving staff, volunteers, etc.

Health & Safety:

- Ensure Health & Safety best practice.
- Hold regular meetings with the staff's Health & Safety representatives.
- Hold monthly health and Safety and Well-being meetings with key staff members.
- With senior staff review and improve all relevant H&S risk assessments and communicate these effectively with staff.
- Allocation of Personal Protective Equipment and uniforms.
- Manage the Accident Book and the reporting of incidents to Directors and senior staff.
- Work alongside our Fleet Manager to ensure driver, vehicle maintenance and training good practice.
- Timely purchase of consumables for staff well being.

HR Records and Payroll:

- Work alongside our Finance Officer to keep records of attendance, overtime, holiday, time of in lieu, leave of absence, etc.
- Work alongside our Operations Manager to develop shift working patterns.
- Research and put in place systems and procedures to better collate our HR records.
- Support the Finance Officer to ensure timely monthly payroll and the issuing of payslip.

Social Impacts & Key Performance Indicators:

- Recording and reporting on a set number of indicators relating to staff (e.g. levels of absenteeism).
- Manage our compliance with Living Wage levels and our relationship with the Living Wage Foundation.
- Working with Kindling Trust staff members to produce an annual Social Impact Report.

Business Risk Register:

- Work with senior staff on an annual business risk register to identify risks and challenges relating to staff recruitment, training, management and retention.

Compliance:

Keeping abreast of employment legislation and any requirements and deadlines for the following:

- Insurance.
- Funders and Investors.

Other.

- Implementing any HR related actions and co-ordinating with the relevant member of staff to insure other non-HR related actions are completed to meet requirements.
- Perform day-to-day tasks as required to keep the company functioning on a daily basis.

We are looking for someone with the following skills, experience and attributes.

Person Specification:	Essential:	Desirable:
<p>General.</p> <p>Planning and Organising:</p> <p>Team working:</p> <p>Problem Solving and Issue resolution:</p> <p>Attention to detail:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	
<p>Human Relationships.</p> <p>Excellent communications skills and interaction skills, with the ability to deal with people from a variety of backgrounds:</p> <p>Patient and calm nature:</p> <p>Confident and comfortable giving instructions to staff:</p> <p>Ability to deal with conflict resolution and act dispassionately when required:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	
<p>Competence, Skills and Knowledge.</p> <p>Good grasp of prioritising tasks and planning:</p> <p>Willingness and flexibility to undertake any relevant training required:</p> <p>Good administrative skills:</p> <p>Relevant ICT & database skills and experience:</p> <p>Experience & understanding of supporting volunteers:</p> <p>Full driving licence:</p>	<p>☼</p> <p>☼</p> <p>☼</p> <p>☼</p>	<p>☼</p> <p>☼</p>
<p>Personal:</p> <p>Awareness and understanding of the challenges within the social enterprise sector:</p> <p>Enthusiasm and dedication to sustainable waste management and sustainable food issues:</p> <p>Drive and enthusiasm to meet set objectives. A high degree of personal motivation and initiative and the ability to work under pressure:</p> <p>Be able to learn on the job, and respond to possibilities and potential opportunities:</p>	<p>☼</p> <p>☼</p>	<p>☼</p> <p>☼</p>

Closing date for applications: **Midnight on Sunday 25th February.**

Interviews will take place on: **Monday 5th March & Tuesday 6th March.**