



**JUSTICE  
& CARE**

Joining forces to end  
modern slavery.

**Head of HR**  
JUSTICE & CARE



## Who we are

Justice and Care exists to bring freedom to people and communities living in the grip of slavery. We rescue men, women and children who have been brutally exploited. We restore their lives. We fight slavery, pursuing and dismantling criminal networks and bringing perpetrators to justice. We secure communities at risk from traffickers and spark systemic change.

Our programmes includes work in Bangladesh helping to spot victims of human trafficking as they are being taken across borders and the pursuing of those responsible through the courts. In Romania, we are helping to bring victims home and raise awareness about the risks of being trafficked. In the UK, we work alongside police to provide critical support to victims. Our work is always victim centric and focused around how to help create systemic change.

We have a strong track record of impact:

- **5,063** people rescued
- **1,134** suspected traffickers arrested
- **4,157** survivors supported
- **1,275** exploiters prosecuted
- **51,164** police officers, public prosecutors, and community leaders trained in trafficking awareness

Our work has led to major systemic change in India, Bangladesh and the UK. It is also award winning – in 2020 securing a coveted Thomson Reuters Stop Slavery Award for our work in Bangladesh and the ‘Breakthrough of the Year’ in the UK’s Third Sector Awards for our Victim Navigator Project. In Romania, we have been given a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking, and in Scotland we were recently recognised as “Policing Partner of the Year” by Police Scotland

**Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.**

## Purpose of the role

We are recruiting for an experienced senior HR professional to take ownership of all UK HR functions within the organisation, building on the structures already in place to ensure we are a supportive and dynamic place to work.

The Head of HR will be responsible for managing the day-to-day HR operations, overseeing recruitment, employee relations, employee experience, learning and development, reward, talent management, people analytics, EDI and wellbeing. This role will ensure the effective execution of HR processes and the maintenance of HR good practices across Justice and Care, with a specific focus on using HR metrics to inform strategic decisions.

This role will work closely with the Global leadership team and form part of the UK Leadership team.

- Passionate about people. Able to quickly build trust and strong relationships with colleagues, Trustees and external stakeholders.
- Calm, confident and assertive, with a great welcoming manner.
- A strong communicator. Able to hit the right tone in communication and do so clearly and effectively.
- Solutions focussed. Able to take the initiative and find answers to issues before anyone else has noticed.
- Precise, with an eye for detail. Whether writing a contract or collating payroll information you’ll make sure everything is covered and that our team are looked after.
- Systems driven. IT literate and able to develop and maintain the systems and processes that enable the team to work effectively together.
- A team player. Committed to making things work and helping get everything in place to do so.
- Discrete. Able to deal sensitively and appropriately with confidential information



## Main responsibilities

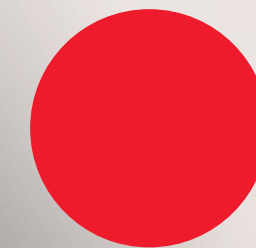
Your key responsibilities include, but are not necessarily limited to:

- Develop and deliver a forward-thinking People Strategy.
- Lead on all people-related activities throughout the full employee life cycle including recruitment and onboarding, performance management, leavers, and related policies and systems.
- Lead on the development, updating and day-to-day implementation of progressive HR policies and processes.
- Lead on all employee relations matters ensuring are handled fairly and consistently in line with legal requirements and Justice and Care's policies and procedures.
- Implement and oversee all learning and development and training programmes within the organisation.
- Work closely with the DEI working group to deliver our DEI action plan and embed core DEI principles throughout our people activity.
- Support managers to nurture an inclusive culture and workplace that gets the best out of our people.
- Manage the HR System ensuring it holds accurate information on all staff
- Build and nurture a strong programme of employee engagement, to support an inclusive, aspirational and supportive workplace culture.
- Ensure we have in place robust and competitive pay and reward frameworks, supporting high performance and career progression.



- Manage and improve our wider benefits package and initiatives supporting colleague wellbeing.
- Coordinate regular surveys to provide insights on colleagues' perceptions and needs.
- Support our internal communications and the planning and delivery of team away days.
- Work with the Director of Finance and the Finance team to ensure the accurate processing of payroll.
- Work alongside the HR teams in Romania and Bangladesh to ensure consistency across the organisation and share learnings.
- Support Country Directors to ensure common principles and minimum global standards, working alongside the HR teams in Romania and Bangladesh to ensure consistency across the organisation and share learnings.
- Line manage the Executive Assistant/Team Administrator.

It is worth noting, this job description is not exhaustive. It merely acts as a guide particularly as this is a new role it may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.







Today, thousands of children will become slaves. Taken to work in brothels, sweatshops, as domestic workers. One every 30 seconds. Do you care about this? As in really care?

## Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"><li>CIPD Level 5 +</li></ul>
Experience	<ul style="list-style-type: none"><li>Significant relevant experience in HR within a generalist role</li><li>Experience handling employee relations cases with a strong knowledge of employment law and best practice</li><li>Experience of working on and successfully delivering against strategic people plans</li></ul>	<ul style="list-style-type: none"><li>Experience working in the charity sector</li><li>Experience of line management</li></ul>
Skills/Abilities	<ul style="list-style-type: none"><li>Excellent interpersonal skills and an ability to earn quickly the trust and confidence of staff and other stakeholders.</li><li>Highly organised with ability to prioritise, manage multiple tasks and work to deadlines</li><li>An excellent communicator, with outstanding verbal and written communication skills</li><li>Excellent attention to detail</li><li>Ability to work autonomously and be proactive in approach</li><li>Ability to carry out duties with tact and diplomacy, maintaining confidentiality at all times</li></ul>	<ul style="list-style-type: none"><li>Knowledge of Breathe HR System</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>Enthusiastic, can-do attitude.</li><li>Passionate to do whatever you can to combat modern day slavery</li><li>Adaptable – with a desire to learn and pioneer</li><li>Love working as part of a team</li><li>Listening Skills</li></ul>	
Other Comments	<ul style="list-style-type: none"><li>All roles require a DBS check</li></ul>	



# Information for Applicants

Job Title:	Head of HR
Contract Type:	Permanent
Location:	London office but with hybrid working
Salary:	£50,000-£55,000
Working Hours:	Full time 37.5 hours (For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.)
Annual leave:	27 days pro-rata + statutory bank holidays + birthday leave
Benefits:	<ul style="list-style-type: none"><li>• Workplace pension scheme</li><li>• Death in service</li><li>• Private health care</li></ul>
New staff service:	6 month probationary period

## Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.

## How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV and a covering letter of no more than 1,500 words setting out your suitability for and interest in this post. Your covering letter should explicitly address the candidate requirements outlined above. Interviews will be scheduled as applications are received.

**The closing date for this role will be on or before 11 July.**

