



**JUSTICE  
& CARE**

Joining forces to end  
modern slavery.

# **UK HR Lead** **(Standalone HR Manager)**

JUSTICE & CARE

# Who we are

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**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.**



## Position in the organisation

This role reports to the UK Country Director and sits on the UK Leadership team who work together to lead the UK operations. This role is a standalone role responsible for all aspects of HR in the UK, business partnering with Line Managers and working closely with all employees in the UK team and those contracted in the UK forming part of the Global Services team. This role will work closely with Finance and Security and Risk. There is a Global People, Culture & Organisational Design Director role which will work with the UK HR Lead on global projects and provide technical leadership where required.

Additionally, the HR Lead will supervise the

Office Administrator, providing guidance and support as needed.

## Role Purpose

To deliver compliant operational HR practices in line with J&C's mission and values. To provide professional HR support and advice to managers and staff throughout the employee lifecycle, ensuring the engagement and wellbeing of all.

## Key relationships

**Internally**

**UK leadership team**

**UK contracted employees and volunteers**

**Finance Team**

**Security and Risk Principal (especially for GDPR)**

**Externally - suppliers of HRIS, recruitment agencies, benefit providers**

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# Main responsibilities

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

## Business Partnering

- Working in partnership with managers and employees to provide professional, customer-focused, commercially-informed HR advice and solutions that support and build organisational and people capabilities.

## Employee Wellbeing and Engagement

- Ensuring the office environment supports wellbeing and engagement. Inputting into regular communications and events that enhance wellbeing and engagement.

## Employee Relations:

- Support and coach Managers through difficult situations and to promote positive employee relations
- Manage employee relations cases should they arise
- Serve as a point of contact for employee enquiries and concerns, providing guidance and support.

## HR Information System and employee record keeping

- Optimise automation of HR processes and

self-service by Managers and employees to reduce administration.

- Ensure the HRIS can provide key reporting and drive payroll

## Compliance and Policies:

- Ensure compliance with all relevant employment laws and regulations.
- Develop, review, and update HR policies and procedures to maintain best practices.

## Recruitment and Onboarding:

- Oversee the recruitment process and upskill managers, including job postings, candidate screening, interviewing, and selection.
- Manage the onboarding process to ensure a smooth transition for new hires.

## Performance Management:

- Support, develop and coach managers Implement and manage performance appraisal systems to ensure continuous development and recognition of employees.
- Provide coaching and support to managers in performance management practices.

## Training and Development:

- Identify training needs and coordinate professional development programs for employees.
- Support career development initiatives and succession planning.

## Compensation and Benefits:

- Assist in the management of compensation and benefits programs.
- Conduct salary reviews and ensure competitive compensation structures

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# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD Level 7 or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management or administration qualification</li> <li>• Coaching</li> <li>• MHFA</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working across all areas of HR</li> <li>• Excellent Knowledge of HR practices and employment law</li> <li>• Inclusive recruitment practices</li> <li>• Managing employee relations cases to successful conclusion</li> <li>• Practical application of UK employment legislation</li> <li>• Experience of working in the commercial/private sector</li> <li>• Project Management</li> <li>• Working independently</li> </ul>	<ul style="list-style-type: none"> <li>• Using Breathe HRIS</li> <li>• Line Management</li> <li>• Working as part of a senior management team</li> <li>• Experience of working in a charity</li> <li>• Experience working within organisations combating modern slavery or lived experience</li> <li>• establishing an ATS</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Excellent written and oral communication</li> <li>• Sensitive and empathetic</li> <li>• Excellent IT and HR software skills</li> <li>• Able to influence at a senior level</li> <li>• Ability to create well written documents, processes and reports</li> <li>• Attention to detail</li> <li>• Adaptable and able to work in a dynamic way</li> <li>• with discretion</li> <li>• Innovative</li> </ul>	



# Person Specification

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<b>Skills/Abilities</b>	<ul style="list-style-type: none"><li>• Problem-solving</li><li>• Pragmatic</li><li>• Critical thinking</li><li>• Collaborative</li><li>• Strong relationship building skills</li><li>• Ability to maintain confidentiality and handle sensitive information with discretion</li><li>• Innovative</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Empathetic</li><li>• Collaborative</li><li>• Positive</li></ul>
<b>Other Comments</b>	<ul style="list-style-type: none"><li>• <b>This role requires a right to work in the UK.</b></li><li>• <b>All roles require a DBS check</b></li></ul>

## Recruitment application questions:

1. Discuss how you would encourage better use of our HRIS system by Managers and Employees.
2. Describe how you have managed a tricky employee relations situation through to conclusion.
3. Tell us about your favourite area of HR.
4. Which of the upcoming changes to employment practices and legislation are you most supportive of?



# Information for Applicants

<b>Job Title:</b>	<b>UK HR Lead (Standalone HR Manager)</b>
<b>Grade:</b>	3
<b>Reporting To:</b>	UK Country Director with matrix reporting to the Global People Director
<b>Contract Type:</b>	Permanent/Open ended
<b>Location:</b>	Hybrid with 2-3 days per week in the London office
<b>Salary:</b>	£40,000-£50,000 dependent on experience and location. J&C will make a fair offer within the range, taking into consideration internal equity and the skills and experience of the successful candidate.
<b>Working Hours:</b>	Full Time/Part time. For this role we are open to discussing flexible working options.
<b>Annual leave:</b>	27 days pro-rata + statutory bank holidays + birthday leave
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Workplace pension scheme</li><li>• Death in service</li><li>• Private health care</li></ul>
<b>New staff service:</b>	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 to [recruitment@justiceandcare.org](mailto:recruitment@justiceandcare.org). Your covering letter should explicitly address the candidate requirements outlined above. Interviews will be scheduled as applications are received.