# Job Specification

**Job Title:** Head of People

**Salary:** £42,000 per annum pro-rata for part time

**Hours of work:** 37.5 hours per week

**Contract type:** Permanent

**Reports to:** CEO

**Location:** 10 Westgate Street, Bath, BA1 1EQ

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then, we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 6,000 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**Overall Responsibilities**

Our Head of People will oversee the day to day running of the Bath Mind HR and Office Departments and will hold key management responsibilities. They will have the ability to multitask and adapt in a growing work environment while showing good time management and excellent organisation skills.

As part of our Senior Leadership Team (SLT) comprising of CEO, two Directors of Operations, Director of Business Development, Head of People and Finance Manager, to have overall responsibility for the leadership, management, financial control, and public profile of Bath Mind.

You will ensure that the HR and Office teams are co-ordinated, integrated and aligned within the organisation, including shadowing monthly Payroll submissions.

You will have good experience in a generalist HR role, with good employment law knowledge, particularly in respect to Equality, Diversity, Inclusion and Equity (“EDIE”), and the Equality Act 2010.

You will be expected to manage the EDIE Lead and oversee the development of the EDIE strategy and implementation plan both internally and externally at Bath Mind.

You will work with the office Manager and the HR team to streamline processes and improve operational engagement, ensuring our HR and office function is flexible and responsive to the needs of our services and people.

You will take a lead role in ensuring all policies and procedures are coordinated, up to date and compliant with regulatory guidelines and frameworks.

You will help to shape and deliver our people agenda and promote our strategic aims and long-term vision of the organisation.

**Communication Responsibilities**

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals, and team meetings

To attend training and relevant courses for professional development

Ability to engage and communicate with people at all levels

Discretion, diplomacy, and integrity in handling confidential matters

**Specific Responsibilities**

To lead on the continuous improvement of our HR and Office systems and practices.

Responsibility for maintaining the policy and procedure schedule, arranging key policy meetings, and updating and amending relevant information.

Ensuring any policy and procedure changes and developments are cascaded to the staff team.

Manage contracting queries and amendments.

To keep up to date with new legislation and best practice and train and update members of the SLT on changes in employment legislation.

Assist with the management and effective running of our HR database system – Bright HR and company drive.

Oversee the onboarding and induction process for all new employees (including contracts) alongside the HR Assistant.

Liaise with Bath Mind’s consultant organisation on employment matters and provide advice and assistance to management on items such as policies, procedures, contracts, and legislation.

Complete robust staff supervisions and appraisals for all direct reports.

Support the EDIE Lead in progressing with the Bath Mind equality, diversity, inclusion and equity strategy and plan.

Assist with HR enquiries from staff and support Bath Mind Senior Leadership and Managers with meetings as required.

Ensure the effective reporting on all areas of HR including policy, best practice, and workforce development.

Attend Managers meetings and ensure that the organisation is up to date on HR and Office processes and procedures.

Communicate and consult with the Finance team, including support with monthly Payroll submissions.

Bring to the attention of the CEO, issues of concern that could affect our ability to achieve our objectives.

To be a role model in encouraging innovation and quality throughout the organisation.

As part of SLT, report any negative news about the organisation to the CEO.

To perform any other tasks which are reasonable requests that may be made by the CEO.

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, inclusion, and equity (EDIE) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDIE allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment to inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Person Specification**

**Essential Criteria**

* CIPD Associate Member Level 5 - Advanced Diploma in People Management or demonstrate a strong background of working in a HR Management role for a minimum of 5 years.
* Extensive HR knowledge and strong understanding of employment law
* A personal and professional philosophy which aligns with the vision, mission, and values of Bath Mind
* Human Resources professional with experience of change management and a track record in employee engagement. You will possess excellent problem-solving skills, the ability to engage and build relationships as well as strong communication and leadership skills.
* A positive, proactive approach with robust professional boundaries
* An approach that is non-judgemental, non-discriminatory, and empathetic
* Strong personal integrity and independence of mind
* Excellent interpersonal skills, demonstrating respect and sensitivity alongside clarity of leadership.
* Good understanding of administrative procedures and ability to instigate new processes.
* Proactive with a high level of initiative
* Excellent communication skills, written and oral.
* Confident working with systems including Microsoft 365, (Outlook, Word, Excel) and HR Software (BrightHR).
* Office and HR Software
* A highly organised and efficient approach to work

**Desirable Criteria**

* Knowledge and experience of mental health services
* HR Experience in a charity or non-profit organisation