**CoppaFeel!**

**HR Manager**

December 2023

**Job Title:** HR Manager

**Salary:** £40k per annum

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

**Term:** Permanent, full time (part time could be considered, salary pro rated

accordingly)

**Location:** Based at Boob HQ near London Bridge (Hybrid working with a minimum of 2 days per week in the office)

**Start date:** asap

ABOUT THE ROLE

We are looking for an enthusiastic HR professional to join our team, supporting and advising on a full remit of HR and people activity at CoppaFeel! With a strong people-centred approach you will need to be great at developing relationships and be confident to recommend new processes and policies that will reflect our inclusive and creative culture.

Passionate and engaged with our cause, you will be at home in a fast-paced environment and ready to make a real difference during a key phase of CoppaFeel!’s growth and development.

ABOUT COPPAFEEL!

CoppaFeel! exists to educate and remind every young person in the UK that checking their chest isn’t only fun, it could save their life. We are the first breast cancer charity in the UK to create awareness amongst young people, with the aim of instilling a new, sustainable, and healthy habit that could one day save their life.

We are a small team of 34 which, collectively, has one almighty big voice. We were founded out of a need to correct the disadvantage that young people experience when they are not represented in or cannot see themselves reflected in the work of other organisations working in this space. That means that many young people are diagnosed late, or die from this disease. Our team is driven to change this.

CoppaFeel! is about more than discovering a cancer diagnosis. It’s about empowering everyone to be proactive about their health and body, as well as their outlook on life. It’s about knowing your boobs; knowing that if you do find something, you know what to do and if found early, you have many options. Put simply, breast cancer does not need to be detected late, and as long as we are here and continue to be supported by people like you, we will do all we can do to make sure that this doesn’t continue to happen.

POSITION IN ORGANISATION

* Reports to the Director of Business Support.
* Will work closely with the Operations team and support employees and managers on a wide variety of HR and People related work.
* Sits within the Operations team.

DUTIES AND RESPONSIBILITIES

* Champion the CoppaFeel! Values and support the embedding of values across the team.
* Support and coach line managers to manage and lead their teams effectively including an emphasis on effective performance management, growth and professional development.
* Manage and monitor team feedback and employee surveys.
* Provide advice and guidance to employees and managers on a wide range of HR-related matters and people queries, face to face or remote.
* Lead on ER cases along with line managers to help mediate and resolve any issues that may arise.
* Coordinate the full employee life cycle including the annual review process and organisation of learning and development activities.
* Support managers with the recruitment process: creating job application packs & adverts, advertising on suitable platforms, arranging interviews & sourcing references.
* Draft contracts and perform Right to work checks as required.
* Onboarding and induction of new team members, ensuring all necessary paperwork and compliance is completed.
* Management of all people management related administration, including updating and maintaining the Access -People HR system
* Collaborate with Finance and our outsourced payroll provider to effectively maintain our monthly payroll procedure.
* Coordinate all People related projects to ensure best practice is embedded.
* Working alongside our EDI manager, ensure and manage full team training with a focus on inclusion, diversity and mental health and wellbeing.
* Recommend and support with the implementation of new policies that reflect our inclusive and creative culture.
* Managing and maintaining accreditation (e.g. Disability Confident Employer, Bloody Good Employer etc)

SKILLS, KNOWLEDGE, PERSONAL ATTRIBUTES

* CIPD level 5, or working towards/equivalent
* Previous experience working in a stand-alone HR role, and/or experience of managing operational and day to day HR in a small/growing organisation.
* Able to work independently and drive forward projects and well as the ability to collaborate with team members at all levels.
* Confident to receive and deliver feedback, and to share your expertise as required.
* Experience managing employment relations with the initiative to escalate for further support in complex situations.
* Strong attention to detail and administrative skills.
* Excellent communication skills, both verbal and written.
* Committed to driving and maintaining an inclusive working environment.
* Experience of managing and maintaining an HR system. We use Access- People HR, so knowledge of this software would be desirable.
* Tech-savvy, proficient with Google suite.
* Working knowledge of employment law and best practice people management from previous experience.

GENERAL DUTIES OF A COPPAFEEL! TEAM MEMBER

* To work harmoniously and effectively with colleagues.
* To participate, as appropriate, in staff forums and meetings.
* To adhere to CoppaFeel!’s Policies and Procedures.
* To be flexible with working hours.
* To carry out other tasks as required by the CEO & Director of Business Support from time to time.

HOW TO APPLY

Please complete the application form on our [website](https://coppafeel.org/jobs/) , submitting your CV with a covering letter explaining why you’d make a great candidate for this role.

Applications will close on the 4th January Please let us know if you have any accessibility requirements or need any adjustments for interview.

MAIN BENEFITS, TERMS AND CONDITIONS

Annual Leave: 22 days pro rata (plus public holidays)

Notice Period: 2 months

Benefits:

* Monthly fitness fund (up to £40)
* Employee Assistance Scheme
* Access to our mental health support programme - ‘Self Space’
* Hybrid and flexible working including core hours, with a minimum of 2 days per week based at our London bridge office.

*We work on a flexible basis, offering a non-contractual 9 day fortnight allowing our team members to take a Friday off every other week. We call this our ‘flex friday’ and although there may be a rare occasion where our work schedule requires us to work on this day, we do our best to allow everyone this additional time off.*

EQUALITY, DIVERSITY AND INCLUSIVITY STATEMENT

At CoppaFeel! we support a diverse range of communities and we understand that effective recruitment is central and crucial to meeting the needs of our beneficiaries. We particularly welcome applications from people identifying with a minority ethnic background, LGBTQ+ candidates, candidates with disabilities, and from men, because we would like to increase the representation of these groups within the charity. We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity’s needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We recognise the value in encouraging a diverse range of perspectives, skills, experience and knowledge at the charity.

For more information about equal opportunities and our values, head to our [website](https://coppafeel.org/our-charity/impact/).

GDPR STATEMENT

We will always endeavour to keep any personal information you share with us safe. We are committed to using your personal information in accordance with applicable laws – and only using your personal information where you would reasonably expect us to. For more information on how we look after your information please see our privacy policy. This policy allows you to understand how and why and where we may collect and use your personal information.