

Essex Wildlife Trust

Job Description and Person Specification



Job title: Senior Business Partner – People

Location: Abbotts Hall

Reports to: Head of Culture and Development

Responsible for: HR Officer & Business Partner - Volunteering

Job Purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife. As the Senior Business Partner – People, the post holder responsible for provides a comprehensive HR advisory and support service to enable the organisation to recruit and retain motivated, high performing staff to deliver Essex Wildlife Trust's Strategic Plan. You will also develop and manage a sector leading volunteering programme to ensure that volunteers are effectively recruited, integrated, engaged and supported in their opportunities with the Trust.

The Senior Business Partner – People will focus on all elements of the employee and volunteer life cycle, working closely with the Head of Culture and Development to drive the People and Culture strategy and operational deliverables. The role is responsible for embedding culture, values, performance and impact through high-quality people policies, systems, practices and initiatives.

The role will support the Trust to attract, develop and retain the best talent by instilling a culture of high performance and continual improvement, delivering high impact and developing the individual and collective expertise to become an employer of choice and align with the scale of future demands.

Key Tasks

Human Resources

- Lead on the delivery of the HR People Strategy and operational plans to provide a strategically aligned operational HR service that supports a high performance, high impact culture.
- Line manage the HR Officer, supporting their performance and professional development.
- Lead on recruitment and selection activities to obtain best talent for the Trust including benchmarking, posting vacancies, supporting interview panels and onboarding.
- Knowledge and awareness of safeguarding practices and safer recruitment processes (roles in regulated activity) including pre-employment checks.
- Preparing, signing and issuing contracts of employment, offer letters, post and pay changes etc.
- Provide HR advice, support, guidance, coaching and best practice to all managers on all people-related matters.
- Responsible for overseeing employee relations processes and casework.
- Ensure all HR transactional processes are efficient, and all records are kept as necessary and up to date.
- Play a key role in the HR aspects of the Trust's performance management framework.
- Lead on coaching and training line managers in HR related areas for line management development across the Trust.
- Develop and support the maintenance of the HR information system (HRIS) People First.
- Regularly review and put forward recommendations to changes/improvements to HR processes, policies and procedures.
- Maintain the People and Culture SharePoint internal site.

- Act as the Trust's main contact for IT amendments relating to staff and volunteers (new starter log ins, name changes, leavers/account closures etc).
- Support the HR Officer in procurement, orders and issuing of logo clothing and ID badges.
- Update the jobs page on the website together with showcasing the employee value proposition.
- Produce regular HR reports including a quarterly HR Board Report and Impact Framework data upload (using systems, PowerBI and spreadsheets).
- Co-responsible with the Head of People and Culture in holding exit interviews with all leavers.
- Work with the Director and Head of People and Culture on legal and contractual casework.
- Work with the Director and Head of People and Culture on developing People management initiatives and support their implementation.
- Attendance at the monthly whole Wildlife Trust movement HR meetings to share knowledge, resources and best practice.
- Lead on ad-hoc HR projects.
- Ensure specialist knowledge and continuous professional development is maintained to give relevant, up to date advice.

Volunteering

- Lead on the delivery of the Volunteering People Strategy and operational plans to provide a strategically aligned operational volunteering service that supports a high performance, high impact culture.
- Line manage the Business Partner – Volunteering, supporting their performance and professional development.
- Manage the volunteer budget.
- Provide volunteering advice, support and best practice to all volunteering managers.
- Support the Business Partner – Volunteering in training and development activities with Volunteer Managers.
- Support the Business Partner – Volunteering in creation of the Volunteer Newsletter #WildVolunteers
- Play a lead role in supporting volunteer managers in all high-level volunteer-related casework.
- Ensure suitable volunteering recruitment and engagement practices take place across the Trust.
- Knowledge and awareness of safeguarding practices and safer recruitment processes (opportunities in regulated activity) including volunteer vetting checks.
- Work alongside the Business Partner - Volunteering on allocated volunteering projects to develop the Trust's volunteer resource.
- Ensure all volunteering transactional processes are efficient and all records are kept as necessary and are up to date.
- Develop and support the maintenance of the volunteer management system (VMS) Team Kinetic
- Regularly review and put forward recommendations and improvements to volunteering processes, policies and procedures.
- Produce reports as needed plus a quarterly Volunteering Board Report and Impact Framework data upload (using systems and spreadsheets).
- Lead and coordinate with the Business Partner – Volunteering on the volunteer recognition framework including event management in Thank You events, Volunteer Warden meet ups and ad-hoc recognition.
- Maintain the People and Culture SharePoint internal site and website pages, showcasing volunteer value proposition.
- Attendance at the monthly whole wildlife trust movement volunteer meetings to share knowledge, resources and best practice.
- Lead on ad-hoc volunteer projects.

Payroll

- With the HR Officer, ensuring all post, pay, pension and payroll changes are made on the HRIS in advance of the monthly payroll scheduler run, including tracking changes on the monthly payroll spreadsheet and uploading payroll information to the shared folder with the Payroll provider.
- Responsible for reviewing first payroll reports and payslips to ensure post, pay, pension and payroll changes have been actioned with the payroll provider, and highlighting any errors for correction.
- Co-responsible with the Head of Finance for signing final payroll reports for salary payments.

Wider People and Culture Department

- Contribute to the development of strategic plans across the People & Culture directorate (Culture, Wellbeing, Learning and Development).
- Provide cover for the Head of People and Culture in their absence.
- Work closely with the Head of People and Culture and Business Partner – Culture to develop and strengthen culture at the Trust across the workforce of staff and volunteers.
- Contribute to improvement of the overall performance and development “business partnering” of the People & Culture team and wider business success through an engaged combined workforce.
- Collaborate with the Senior Business Partner – Learning and Development and Business Partner – Culture on key operational deliverables and project work.
- Assist the Head of People and Culture and the Senior Business Partner – Learning and Development in developing/recommending/delivering learning and development programme(s) to the wider workforce.
- Manage the HR logo clothing, recruitment, occupational health, DBS budgets.

Other

- Collaborate on project work with other departments.
- Support the team with Reception cover when needed at Abbots Hall.
- To answer calls and queries from the public via the main telephone line.
- Prepare reports for the Operational Leadership Team on People initiatives and projects that contribute to a high performing, high impact organisation.
- Build professional working relationships with HR professionals from the wider federation of wildlife trusts/other wildlife trusts, and partner to ensure best practice and idea sharing.
- Review and implement templates on People processes for organisation wide application.

To undertake any other duties which are commensurate with the role.

Knowledge and Skills

1. Hold a professional HR qualification, ideally CIPD Level 5 or above, or relevant equivalent professional experience.
2. Experience in HR generalist roles including giving specialist advice on HR matters.
3. Has demonstrable HR transactional experience.
4. Had demonstrable experience in managing HR casework
5. Experience and/or ability to manage, develop and review HR processes/procedures.
6. Knowledge and understanding of payroll processes.
7. Previous line management experience
8. Can demonstrate the ability to inspire and motivate teams and get the best out of people.
9. Has sound analytical skills and an understanding of the link between being strategic goals and operational delivery.
10. Has good organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines.
11. Has excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence senior stakeholders.
12. Excellent technical HR and employment law knowledge.
13. Experience of using and developing HR systems.
14. Experience of the recruitment process to attract talent.

15. Knowledge and understanding of Volunteering, and the differences between the paid and voluntary workforce.
16. Highly competent user of Microsoft Office (Word, Excel, SharePoint and PowerPoint).
17. A track record of developing effective professional working relationships, ideally including working with line managers to resolve People issues.
18. An interest in developing and growing the role to develop the organisation and to develop your own skills.
19. Knowledge of Safeguarding and safer recruitment processes.
20. Experience and/or ability to analyse, interpret and report People Management information and producing metrics, supported by insight/narrative.
21. Is proactive and enthusiastic with a willingness to take responsibility.
22. Can work individually and in a team environment.
23. Has an interest in wildlife and conservation.

Additional Information

- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role may require the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.