



Essex
Wildlife Trust

Senior Business Partner – People (HR & Volunteering)

We have an opportunity for a suitably qualified people professional to join our People and Culture team at Essex Wildlife Trust.

About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We are proudly one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Abbotts Hall is Essex Wildlife Trust's head office, situated on a 700-acre nature reserve on the Blackwater Estuary.

Our values are **Impactful**, **Collaborative**, **United** and **Proactive**.

The Role

The Senior Business Partner - People is responsible for enhancing the Trust's overall performance and development by cultivating an engaged, high-performing workforce comprising both staff and volunteers. This role supports Essex Wildlife Trust's strategic objectives, ensuring the workforce is capable of meeting future demands while fostering an inclusive, value-driven culture.

As a suitably qualified and experienced HR professional, the post holder will be responsible on all elements of the employee and volunteer lifecycle and delivering on the People and Culture Strategy, driving initiatives that build a high-impact, high performing organisational culture.

You will deliver the HR and Volunteering strategy and manage operational plans that include inclusive recruitment, selection and onboarding processes (including safer recruitment), oversight of budgets, quarterly KPI reporting, logo clothing, handling casework, performance management, internal line management development, policies, frameworks and HR systems management.

This role includes overall payroll responsibilities, ensuring timely and accurate monthly payroll processing for a workforce of 180.





The Senior Business Partner will strengthen and continue to invigorate the Trust's volunteer programme, working closely with Volunteer Managers and the Business Partner - Volunteering to attract, engage, recognise and retain our wonderful volunteers. This role includes managing the volunteer budget, leading on volunteer-related casework, developing and maintaining the volunteer management system (Team Kinetic), and ensuring inclusive recruitment practices. The Senior Business Partner will coach and support volunteer managers and coordinate recognition events and initiatives that celebrate volunteers' contributions and support the Trust's work and impact.

Within the broader People and Culture directorate, the Senior Business Partner will actively contribute to strategic initiatives in culture, wellbeing and learning and development. This includes partnering with the Head of People and Culture, as well as collaborating with the Senior Business Partner - Learning and Development and the Business Partner - Culture to drive key projects and initiatives. The Senior Business Partner will also provide support to other departments and serve as a key resource in implementing Trust-wide People strategies, participating in the monthly wildlife trust HR meetings across The Wildlife Trust federation to foster knowledge-sharing and best practices.

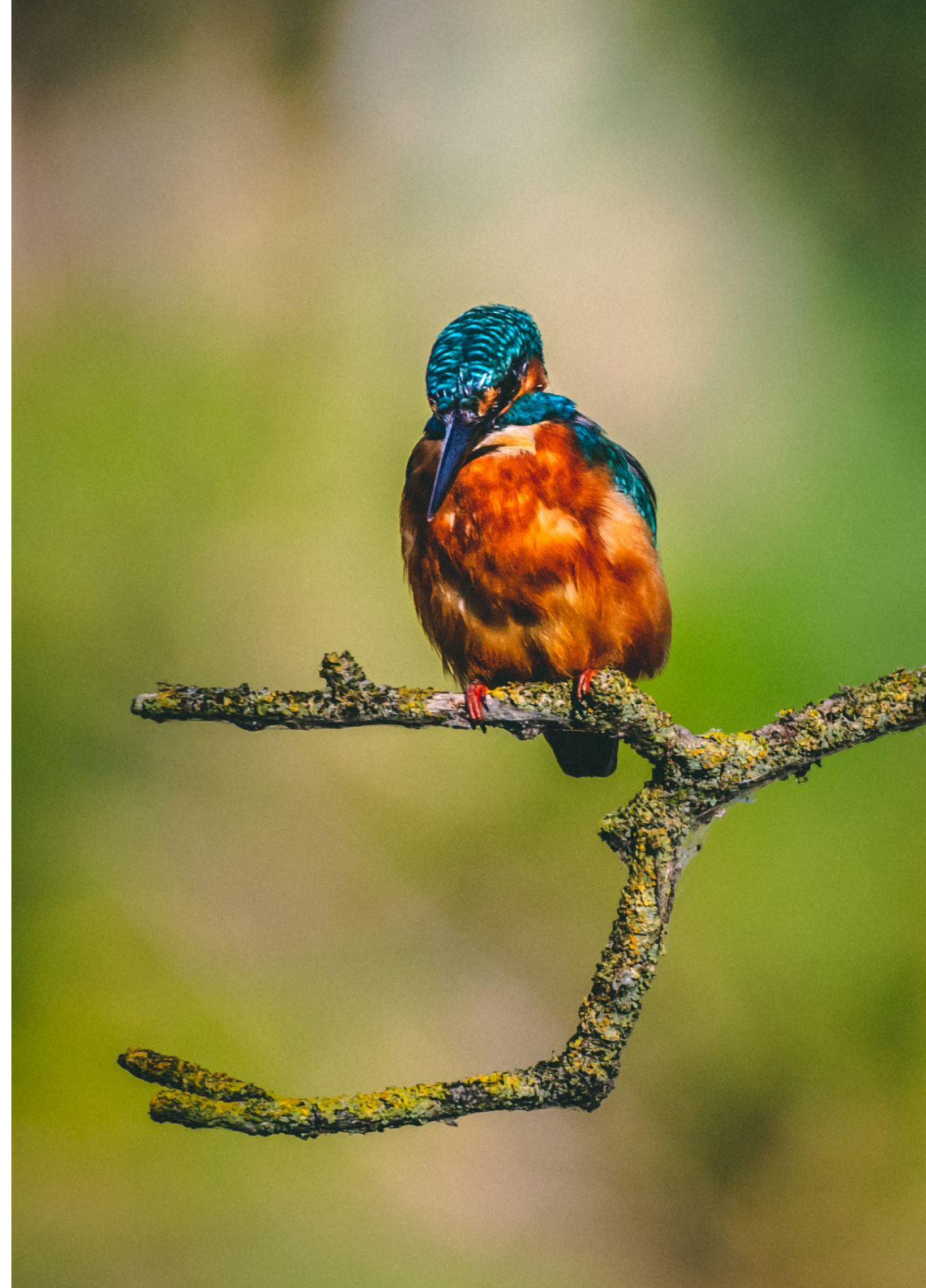
The position will line manage a HR Officer and Business Partner – Volunteering.

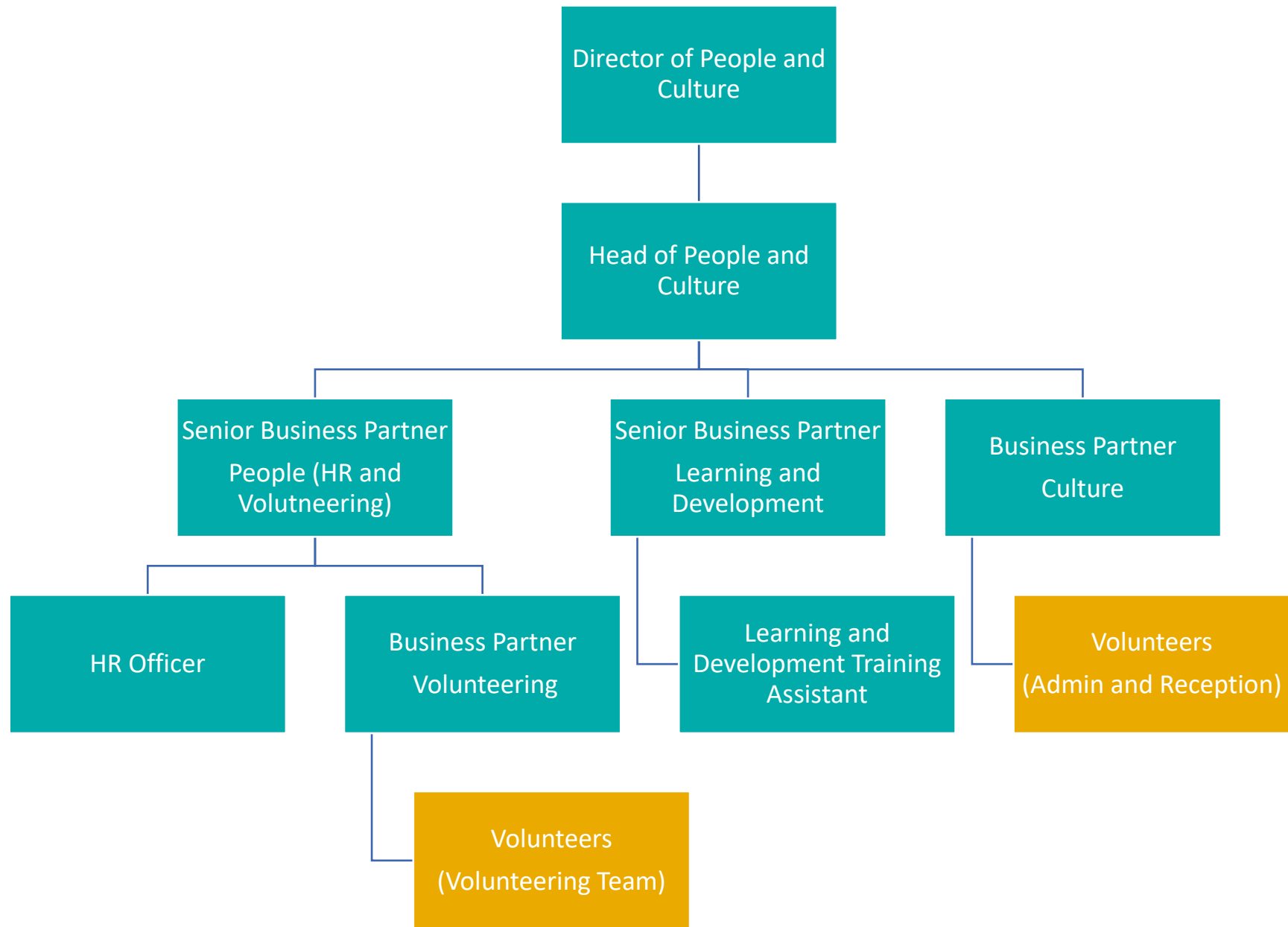
The People and Culture Directorate

The People and Culture team is close-knit and collaborative, and encompasses HR, Volunteering, Culture and Learning & Development – with all the associated elements (payroll, recruitment, mandatory training, policies and procedures, professional development, people management – and much more!).

We have recently implemented a new and dynamic HR system (People First), which will support the post holder in a number of their workstreams and deliverables. We work hard to ensure everyone at the Trust has a positive experience, with a strong culture, clear expectations, professional processes and procedures to support, and the required training and development to deliver their roles and grow in their career with us. The team is innovative, creative, and high performing and we all work flexibly.

We are an engaging team of individuals, curious, questioning, explorative; we love to introduce innovations and new ways of working, and seek solutions to improve the working experience – for ourselves in the People and Culture team and for others. We are communicators – we like to talk, to share, to engage and to embrace diversity of thinking.







Abbotts Hall, Great Wigborough, Colchester

Job Description

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 & 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 & 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.



Person Specification

- Hold a professional HR qualification, ideally CIPD Level 5 or above, or relevant equivalent professional experience.
- Experience in HR generalist roles including giving specialist advice on HR matters.
- Has demonstrable HR transactional experience.
- Had demonstrable experience in managing HR casework
- Experience and/or ability to manage, develop and review HR processes/procedures.
- Knowledge and understanding of payroll processes.
- Previous line management experience
- Can demonstrate the ability to inspire and motivate teams and get the best out of people.
- Has sound analytical skills and an understanding of the link between being strategic goals and operational delivery.
- Has good organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines.
- Has excellent verbal and written communication skills with strong attention to detail and the ability to communicate and influence senior stakeholders.
- Excellent technical HR and employment law knowledge.
- Experience of using and developing HR systems.
- Experience of the recruitment process to attract talent.
- Knowledge and understanding of Volunteering, and the differences between the paid and voluntary workforce.
- Highly competent user of Microsoft Office (Word, Excel, SharePoint and PowerPoint).
- A track record of developing effective professional working relationships, ideally including working with line managers to resolve People issues.
- An interest in developing and growing the role to develop the organisation and to develop your own skills.
- Knowledge of Safeguarding and safer recruitment processes.
- Experience and/or ability to analyse, interpret and report People Management information and producing metrics, supported by insight/narrative.

- Is proactive and enthusiastic with a willingness to take responsibility.
- Can work individually and in a team environment.
- 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.





Terms

This role is a permanent position working 37.5 hours per week (Monday to Friday from 9:00am to 5:00pm).

The salary for this post is £37,791.33 and is based at our Head Office location at the beautiful Abbots Hall in Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements and further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme (3% from employees), staff social days, peer nominated Merit scheme and discounts in our Nature Discovery Centres.

How to Apply

To make an application, please complete an online application form on our website by 9am on Monday 18 November 2024. Interviews will be held on Wednesday 27 November 2024 at Abbots Hall.

Thank you for your interest in this position and I look forward to receiving your application.

Helena Beattie, Head of People and Culture

