



Job Description: Senior Human Resources Manager

LOCATION: KINGS CROSS, LONDON, UK

REPORTING TO: MANAGING DIRECTOR, FINANCE AND ADMINISTRATION

DIRECT REPORT: OPERATIONS OFFICER

SALARY: £57,491 - £59,004 PER ANNUM DEPENDING ON EXPERIENCE

START DATE: ASAP

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

In its first ten years, the Freedom Fund has supported over 200 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Lebanon, Liberia, Myanmar, Nepal, Nigeria and Thailand.

About the position

This is an exciting opportunity for an experienced HR professional with a strong belief in the importance of diversity, equity and inclusion in helping to build high performing teams within the international anti-slavery sector. You will be leading a small HR team and will be responsible for developing and delivering an effective HR strategy across the global organisation. The role will report to the Managing Director, Finance and Administration.

This role will suit candidates with previous experience of leading an HR function, particularly those with experience working in a global organisation and / or within a charity and a personal passion for and commitment to social justice missions. You should be able to work independently – leading on the development of an HR strategy for the organisation, delivering on HR projects and providing high quality technical HR advice to managers across the organisation. You will be an excellent communicator, able to

work in a fast-paced and evolving environment and comfortable leading others through change processes in a positive, collaborative and solutions orientated manner. You will also be highly skilled at prioritising and managing multiple activities, with great attention to detail. You should value working with a diverse group of internal stakeholders and enjoy communicating effectively with people from different cultures and with different backgrounds.

You will be based in the Freedom Fund's central London office and be working to support staff across the UK, the US, Brazil, Ethiopia, Bangladesh, Kenya, Nepal, Liberia, Nigeria, Myanmar and Indonesia – and other countries as and when our programmatic footprint grows further. The Freedom Fund currently has 47 staff based in the London office and 36 staff in our other global locations. Outside of the UK, our biggest teams are based in the US (11), Ethiopia (8) and Brazil (6).

Responsibilities

- Develop and deliver an HR strategy in collaboration with SLT that supports the organisation to deliver on its overall strategy as well as its Diversity, Equity and Inclusion vision and action plan.
- Monitor staff engagement and retention (including through an annual staff survey) and work with managers to continuously improve the Freedom Fund as a place to work.
- Provide HR analytics and recommendations to the Senior Leadership Team and Board.
- Provide high quality and timely HR advice and support to managers and staff globally.
- Keep up to date with employment legislation and best practice in the countries where Freedom Fund operates
- Work with the Managing Director of Finance and Administration and the Employer of Record in relevant jurisdictions to ensure legal compliance in all HR activities globally.
- Maintain and update the Staff Handbooks for the global staff team, ensuring that HR policies and procedures are well understood and adhered to across all jurisdictions.
- Lead on all performance management issues - including probationary and annual reviews, and employee relations issues such as grievance and disciplinary cases.
- Facilitate periodic benchmarking reviews of global remuneration and benefits, in line with the organisation's pay policy.
- Manage the Employment Pathways Program alongside an external organisation to provide internships for those with lived experience of human trafficking and/or forced labour
- Manage the relationship and act as day-to-day point of contact for our Employers of Record globally and external payroll services in the UK, including ensuring that payroll changes are communicated and invoices are reviewed and submitted for payment in accordance with agreed timetables
- Ensure appropriate induction and learning and development programs are in place and embedded throughout the organisation
- Line manage the Operations Officer
- Oversee global recruitment, ensuring fair, safe and compliant recruitment practices that particularly encourages and supports applicants with lived experience of human trafficking and/or forced labour.
- Oversee background clearances are obtained on all new hires.
- Oversee new starter onboarding and induction.
- Oversee global Employee Assistance Plans and wellbeing initiatives across the organisation
- Oversee maintenance personnel files.
- Oversee maintenance of the Human Resource Information System (PeopleHR).

Qualifications and experience

Essential

- Demonstrable experience of leading an HR function within an organisation across several offices (and preferably countries)
- Demonstrable HR generalist experience

- Demonstrable experience of creating and delivering a HR strategy
- Demonstrated knowledge of relevant employment laws and human resources practices.
- Demonstrable experience in performance management issues
- Demonstrable experience of overseeing the employee lifecycle (recruitment, development, performance, and HR processes)
- Demonstrable experience of successfully building and managing relationships with a wide range of individuals from diverse backgrounds.
- Ability to take a local and global perspective on issues facing the organisation
- Line management experience.

Personal attributes

Essential

- Outstanding oral and written English communication skills and the ability to present information in compelling ways.
- Trustworthy – particularly with sensitive or confidential information.
- Clear thinking, analytical, and a problem-solver with sound judgement
- Empathetic and willing to take a collaborative approach.
- Team player committed to the Freedom Fund's values.
- Highly organised, with strong prioritisation and administration skills
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.

Compensation

- £57,491 - £59,004 per annum dependant on experience
- 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum two page) and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Senior HR Manager' in the subject line by **Monday 9th June 2024 at 9.00am BST**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of human trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of human trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at jobs@freedomfund.org

Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of human trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.