



THE LIVING
RAINFOREST

HR Manager Job Advert

We are looking for an experienced HR professional who will be responsible for overseeing and managing the charity's day to day HR function.

You will provide professional advice and support to managers and employees across all areas of the employee lifecycle. This role will ensure HR practices are consistent, legally compliant, fair and aligned with the charity's mission and business needs.

The Trust for Sustainable Living is a registered charity based near Newbury, Berkshire. At our visitor centre, The Living Rainforest, visitors can experience the sights, sounds and smells of a lush tropical rainforest environment.

Key responsibilities:

Primary Responsibilities:

- Act as first point of contact for all HR-related matters and provide day-to-day HR support and guidance to Line Managers and employees across the organisation.
- Ensure HR policies, procedures and processes are consistently followed throughout the charity, and employment practices comply with current UK employment legislation.
- Review and update HR policies and procedures to ensure they remain compliant with changes in employment legislation and aligned with current HR best practice.
- Maintain confidentiality and handle sensitive employee information appropriately.
- Work closely with the Senior and Line Managers on people-related matters.

Recruitment & Onboarding:

- Manage the full recruitment process, including writing job descriptions and person specifications, coordinate interviews, selection processes, references and pre-employment checks.
- Support with the recruitment of interns and work experience students as part of our collaboration with a nearby university.
- Manage onboarding administration including issuing new starter documents, employment contracts and uploading details onto our HR system.
- Ensuring right to work checks are completed in line with current legislation.

Policy updates:

- Develop, review and maintain HR policies and procedures such as updating the Employee Handbook and accompanying policies.
- Communicate changes to policies and procedures effectively to managers and employees.
- Maintain accurate HR records and ensure data is handled in accordance with UK GDPR requirements.

Payroll:

- Work closely with the finance team to ensure accurate and timely payroll processing of employee changes.
- Complete timesheet audits and work with Line Managers to resolve any issues.
- Provide appropriate HR information relating to starters, leavers, salary changes, absence and other contractual changes.

HR Administration & Reporting:

- Maintain accurate and up-to-date employee records and HR systems.
- Produce HR reports and management information to the board of trustees when required.
- Record and monitor training qualifications such as First Aid at Work, Food Safety and Hygiene training, Safeguarding training, liaising with the team and booking training where required.
- Alongside the Safeguarding Lead, ensure all employee safeguarding training and DBS checks are up to date.

Required skills and experience:

Essential

- Proven experience working in an HR Manager/Generalist role or similar.
- Strong knowledge of UK employment legislation and HR best practice.
- Excellent communication and interpersonal skills.
- Strong organisational and administrative skills.
- Flexible approach to work is also required for this role

Desirable

- CIPD qualification or working towards CIPD qualification
- Experience of HR systems

The role:

- This is a part time permanent position (15 hours per week although we are open to discuss required hours)
- It is based between two sites in Hampstead Norreys (5 minutes drive between sites). Due to our remote location, it is essential that you drive and have access to a car.

To apply, please provide a CV and cover letter to robynd@livingrainforest.org so we can learn a little more about you.

Thank you for your interest in joining our team. Due to the popularity of some vacancies, if we haven't contacted you back within 28 days, please assume that your application was unsuccessful.

We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The Living Rainforest is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk. Therefore the successful applicant will need to undertake an enhanced Disclosure and Barring Service check for this role.

Registered Charity No. 1085057

Company No. 4020388

VAT No. 857748075

