



## Human Resources Manager (Part-Time)

### Job Description

#### About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being network-driven, independent and evidence-based.

**Our vision** is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

We undertake knowledge management, research and advocacy to support national governments, civil society, UN agencies, donors and academic organisations, and communities of practitioners. Through our work and collaborations, we support agencies and individuals to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict-affected states.

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, bilateral donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: [www.enonline.net](http://www.enonline.net)

#### What we do

Our Strategy aims to enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning, building evidence and providing support and encouragement to practitioners and decision-makers involved in nutrition and related interventions.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their Mothers (MAMI), as well as our highly regarded international publication, Field Exchange (FEX).

#### Our People

ENN's team is made up of a range of technical experts in nutrition, with decades of collective experience, and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development.

We are proud that in our 2022 Employee Engagement Survey over 95 percent of our staff said they enjoy their work and that ENN is a flexible employer.

#### Terms and Conditions

- **Type of contract:** Permanent contract.
- **Location:** ENN's office in Kidlington, Oxfordshire. We offer hybrid working with most of our Operations Team working two days a week from home.
- **Holidays:** pro rata of 25 days plus UK Public Holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum.
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- **Salary:** Circa. £45,000 per annum, full-time equivalent, dependent on experience
- **Hours of work:** Part-time 3 to 4 days (22.5 – 30 hours) per week
- **Benefits:** Dental cover, Life cover, Employee Assistance Programme, Wellbeing contribution

#### Purpose of the role

The HR Manager is a key member of ENN's Management Team (MT), responsible for effective and efficient HR delivery at both a strategic and an operational level across the organisation.

#### Key responsibilities

## **Strategy**

Lead the development of long-term HR priorities and plans through:

- The assessment of the external not-for-profit HR employment environment, sector practice and norms and changes in the market.
- Engagement with ENN team to identify and develop opportunities and address gaps and barriers in policy, structure, talent, processes and culture.
- The production of multi-annual plans to refine ENN HR policies and practice for MT and Trustee approval.
- Advising the MT on international HR considerations, including the international engagement of staff and associates, obtaining legal advice as required.
- Working with the Management team to define and embed ENN's Organisational culture, values and behaviours, with particular reference to employee wellbeing and engagement.
- Engagement with the Governance and People Sub Committee of the Board of Trustees.

## **Compliance**

- Oversee ENN's compliance with national and international HR legislation, donor and ENN rules and regulations.
- Keep abreast of employment law changes as they may impact ENN and identify and manage emerging or identified risk areas with the MT
- Working with the Projects Team, ensure appropriate mandatory training (including Safeguarding, Data Protection) is undertaken by all staff, associates, consultants and contractors. Collate required information for organisational and donor reporting.
- Develop, monitor and maintain HR metrics and Management Information, preparing and presenting reports to Senior Management and Trustees.
- Support the CEO and the Board, as needed, in the investigation and resolution of HR issues and cases
- Ensure all HR paperwork and filing is prepared and maintained – hard copy and electronically – in a fully legally compliant and secure manner, including all Personnel related documents, policies and procedures

## **Policy and Procedure**

- Advise the MT and Governance and People Sub-Committee of the Board on HR strategies, policies and working practices that drive continuous improvement of HR.
- Develop practice and procedures that maximise the transparent and timely recruitment of staff and consultants in ways that are consistent, transparent and fair.
- Develop ENN's Equality, Diversity and Inclusion policy and guide its implementation.
- Train and coach Line Managers so that Performance Management and other HR processes are used to drive high performance, staff engagement and professional development.
- Review and routinely update ENN's Reward Policy and packages and ensure reward systems are market-relevant, fair and cost-effective.
- Work with the finance team to review, check and approve payroll and pensions.
- Oversee the development and deployment of the HRIS

## **Resourcing, Talent and Onboarding**

- Manage recruitment processes, ensuring pro-active and accountable MT planning of resource needs as well as the sourcing, selection, and onboarding of high-quality candidates into well structured, clear roles.
- Develop and explore a variety of resourcing approaches including but not limited to interviewing and assessment techniques, recruitment planning, growing internal talent, headhunting.
- Conduct regular internal and external talent identification exercises, including market analysis for key skill areas, competitor analysis and internal succession planning.
- Review and oversee induction processes so that all new staff and volunteers are well inducted into ENN as an organisation, including our structure, ways of working, code of conduct, essential policies, HR processes and Performance Management.

- Manage third party providers of HR services, including procurement of new services and contract management.

### **Employee engagement**

- Work with the CEO and Staff Representatives to design, plan and deliver Employee Engagement and communication activities, including creative ideas and solutions for ENN's dispersed and diverse workforce.
- Monitor employee engagement, morale and productivity; develop and co-create initiatives to engage, motivate and retain employees and drive consistent high performance.

### **Learning and development**

- Develop ENN's L and D policy and practice so that it addresses current and future organisation capacity requirements.
- Research and recommend creative, appropriate and cost-effective learning interventions to address capability gaps and development needs and improve organisational performance.
- Coach and support line managers to integrate learning and development and career planning into their line management, including annual appraisals.
- Facilitate internal learning events, webinars and workshops, preparing and delivering content where required.

### **Line Management**

- Manage the HR Officer and Office Manager, delegating HR, administrative and office management responsibilities appropriately.

### **Other**

- Due to relatively small size of organisation some critical roles/functions are shared between Management Team members. The HRM is the designated Safeguarding Officer and Data Protection Officer for which training can be given if required. The Management Team members rotate some other responsibilities including chairing Operations Team Meetings and providing administrative support to the Board of Trustees.
- Other duties as identified with the line manager.

**Reporting line:** Chief Executive Officer (CEO)

**Direct line management of:** Human Resources Officer and Office Manager

### **Person Specification**

#### ***Essential requirements***

- CIPD qualified to Level 5 or equivalent experience
- Substantial expertise and experience across HR disciplines and up-to-date knowledge of UK Employment Law
- Experience of working for not-for-profit organisations and/or international recruitment and deployment
- Management Team experience, including the development of strategy and policy
- Line Management experience
- Ability to lead at all levels of the organisation with high standards of professional integrity
- Strong attention to detail as well as organisational, analytical, IT and administrative skills
- Excellent communication, interpersonal, diplomacy and negotiation skills
- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and collaboratively as a member of a dispersed and diverse team
- Commitment to ENN's vision and policies

#### ***Desirable***

- Experience of recruiting and contracting staff in countries outside of the UK via third parties such as Employer of Record or similar
- Experience of internship and secondment programs
- Payroll knowledge
- Experience developing and implementing Equality, Diversity and Inclusion policy and practices

### **Eligibility to work**

The successful applicant will be required to demonstrate they have the Right to Work in the UK before being able to accept the appointment. A Certificate of Sponsorship is **not** available for this position.

ENN is committed to diversity and inclusion, and to building a culture where every team member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

### **Application Process**

Please submit a Cover Letter (no more than one page which explains why you are interested in the role and how your experience satisfies the Person Specification) along with your CV to [recruitment@enonline.net](mailto:recruitment@enonline.net) no later than 23:59 hrs on Friday 26<sup>th</sup> May 2023. **Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified.** Please include your preferred working pattern details in your application.