

HR & Facilities Manager

Job Description and Person Specification
January 2024



Job title: HR & Facilities Manager
Type: Part-time (3 days per week)
Salary: £40-45,000 FTE (pro rata)
Location: London, WC2A (2 days office-based, and remote working)
Reports to: Head of Finance & Operations

Organisation Overview and background to the role

The Human Dignity Trust (the Trust) is a legal charity based in London, UK that supports local lawyers and human rights defenders to uphold human rights and constitutional law in countries where private, consensual sexual conduct between adults of the same sex is criminalised. At present, 65 jurisdictions worldwide maintain these criminal laws, a figure that is gradually decreasing due to a combination of litigation and legislative reform.

Legal provisions that criminalise lesbian, gay, bisexual, and transgender (LGBT) people put them beyond the protection of the law, fostering a climate of fear, stigma, and violence. These provisions violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination, and privacy.

The Trust provides pro bono technical legal assistance at the request of, and in collaboration with, local human rights defenders, their lawyers and other partners who wish to use the courts to challenge these discriminatory laws. We also provide technical legal assistance on request to governments seeking to proactively reform their sexual offence laws and to enact protective legislation, impacting not only LGBT people but also women, children, and persons with disabilities. Since our inception in 2011, we have supported strategic litigation or law reform with local partners in over 25 countries in all regions of the world. The vast majority of our work is in common law jurisdictions, though we work globally including within other legal traditions. We have helped secure multiple court victories in domestic, regional, and international courts and tribunals on issues ranging from decriminalisation to freedom of association and have drafted human rights compliant Bills for several governments on sexual offences, hate crimes and equal opportunities. Our work has won prestigious awards and is highly respected globally.

We have a small office in Chancery Lane in central London and a growing staff of almost 20 people, and we work with pro bono lawyers who assist in all of our legal work. We work in all regions of the world. We have no staff presence outside of London but are embarking on a new initiative to have long-term consultants based in the regions in which we work in order to help manage and deepen our work with local partners.

The Trust's success and growth across our outward-facing areas of delivery in recent years means that we now need to grow and significantly strengthen our internal Operations functions. After a detailed internal review, the Chief Executive has established a refreshed purpose for a new Finance and Operations service, structure, and roles.

The overall purpose for the new Finance and Operations service and team is:

- To provide expert advice and support in its areas of technical expertise.
- To become a centre of excellence for a systematic and streamlined approach to the systems that enable the Trust and its staff to work to their standards of excellence.

HR & Facilities Manager

In this newly created role as a key member of the new Finance and Operations team, the job holder will be the lead advisor in the Trust on all people management issues and initiatives. The HR & Facilities Manager will report to the newly created position of Head of Finance & Operations and will be an experienced, qualified HR professional. The job holder will have accountability for the review, development and strengthening of a people management framework and the delivery of advice and support on all people management matters.

The role also has accountability for overseeing all office facilities, including liaising with the landlord where appropriate.

As the lead People professional within the Trust, the job holder will advise the Chief Executive directly where appropriate. This is the first time that the Trust has appointed an HR specialist and offers great opportunity to develop the role and the service at a time of change and growth.

Key responsibilities

People Management

- Review, develop and implement a people management framework to continue to drive high performance across the Trust
- Ensure compliance in all aspects of people management including employment policies
- Review, strengthen and implement a Trust-wide approach to performance management
- Review, strengthen and implement the Trust's EDI policy
- Build a learning framework including continuing professional development
- Proactively advise and guide managers (of all levels, including CEO) on all people management issues
- Ensure all managers have the training they need to perform successfully in their roles
- Review and develop recruitment processes and advise on enhancing attraction and retention in conjunction with EDI strategy objectives
- Review and systematise the Trust's staff and trustee induction programmes
- Develop a wellbeing support programme for staff
- Advise on and seek specialist external support on immigration issues including visas
- Manage external partners in areas of responsibility e.g. recruitment agencies
- Review, strengthen and maintain the Trust's cloud-based HR system and database
- Provide regular reports on people matters
- Advise on pay and reward issues

Facilities Management

- Oversee and ensure the efficient running of the Trust's office premises
- Manage the effective procurement of all office supplies and equipment
- Manage external partners in areas of responsibility e.g. cleaning contractors
- Where appropriate, liaise with the landlord

Other areas of responsibility

- Health & Safety
- Safeguarding

Skills, Experience and Qualifications

Essential

- Experienced generalist HR professional with up-to-date working knowledge of working HR practices
- Experience managing cloud-based HR systems across all HR processes
- Experience managing and advising on office facilities with efficiency and cost-effectiveness
- Ability to proactively operate, advise, and influence at all levels up to CEO and Board level
- Ability to plan and prioritise effectively
- Effective all-round communications skills (facilitation, relationship building, presentation etc.)
- An understanding of third sector culture and ways of working
- A collaborative, inclusive approach to work and service delivery
- Understanding of how effective people management drives high performance
- Understanding of and alignment with the Trust's core purpose
- Ability to operate in a solo, expert role with minimum supervision
- A flexible approach to work where priorities can change at short notice

Desired

- Professional HR qualification
- Knowledge and/or experience of the Trust's core purpose and the global LGBT human rights movement and developments
- Experience in building an HR service in a small organisation