

# People & Engagement Manager

Recruitment pack



**THE  
SPORTS  
TRUST**



Thank you for taking an interest in the position at The Sports Trust.

We're seeking a People and Engagement Manager to be responsible, through the HR Business Partner, to support the delivery of an integrated and progressive HR service for The Sports Trust.

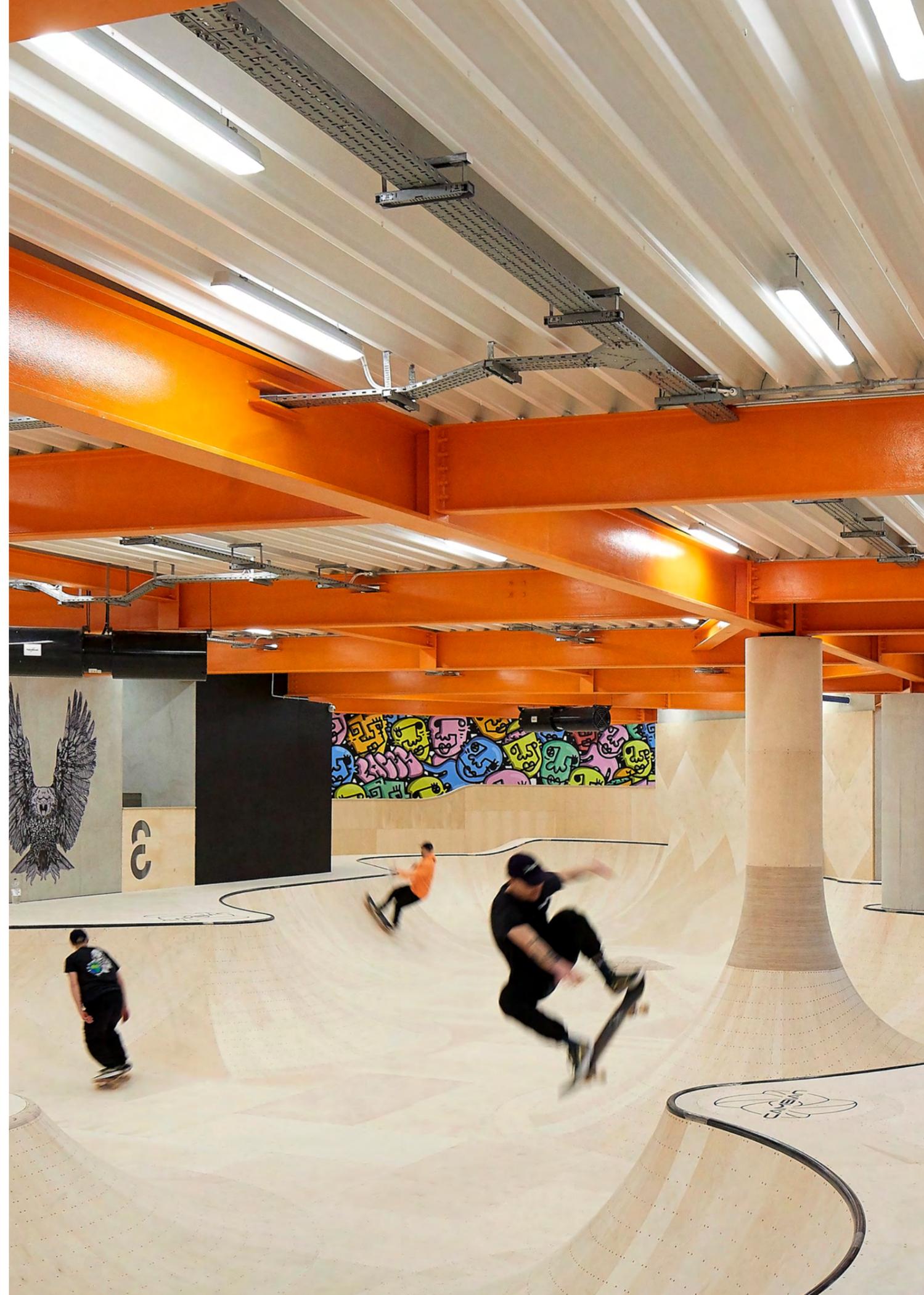
To assist in the provision of specialist advice and develop relationships with management and employees to contribute to the decision making processes within the business on all people related issues.

If you are passionate about making a positive contribution to the local community and are excited by the challenge of helping us develop and grow our charity, then I would encourage you to apply.

We very much look forward to hearing from you.

With best wishes

Dan Hulme  
Chief Executive Officer





## About The Sports Trust

The Sports Trust is a registered charity which was set up in 2013. The charity works in schools, sports clubs and in the local community to provide the best opportunities for people of all ages and abilities to be physically active.

In schools, The Sports Trust delivers a comprehensive timetable of coaching and competitions to every school in the Folkestone & Hythe district to inspire and encourage young people to build a life-long love for sport. The Sports Trust's team work with teachers and staff to embed physical activity within the culture of every school, while also upskilling teachers to feel more confident in coaching sport & physical education.

In sports clubs, The Sports Trust looks to support clubs with funding applications, training, qualifications and guidance. We support clubs with marketing initiatives which aim to drive participation and we'll support talented athletes to reach the highest level of competition via our ambassador programme.

In the community, the charity aims to break down barriers to participation, especially for under-represented groups, including women, people aged 50+, those living with a mental health condition or for those whom English is a second language. We work collaboratively with strategic partners to create safe and inclusive environments for people to move more and meet like-minded people.

The Sports Trust is proud to operate three impressive and inspirational sporting facilities: Folkestone 51, Three Hills Sports Park and Folkestone Sea Sports, with the aim of creating safe and inclusive environments for people to love sport and exercise, whatever their motivation may be.



# Job specification

**Job title:** People & Engagement Manager

**Report to:** Chief Operations Officer

**Salary:** £30,000 - £35,000

Knowledge, Skills and Experience	Essential	Desirable
Membership of the CIPD at Level 7.		X
Membership of the CIPD at Level 5.	X	
Experience of basic project management principles.		X
Experience of working in an HR Generalist role for at least 3 years.	X	
A well-developed understanding of HR business partnering and how it can help in moving the business forward progressively.	X	
Self-starter, confident and able to challenge the status quo.	X	
Intermediate IT skills including HR databases and the ability to analyse and interpret data from a range of sources.	X	
Excellent communication skills, both written and verbal; able to provide concise employment advice to Managers and Senior Managers.	X	
Experience of the design and delivery of HR related policies and procedures.	X	
Experience of creating recruitment and L&D strategy		X
Highly organised with the ability to prioritise and work to tight deadlines.	X	
Innovative, capable of identifying new ideas and bringing them forward to improve HR processes.	X	
High level of personal credibility and integrity.	X	
Experience of managing projects and writing internal HR business proposals.	X	
Experience of coaching and influencing staff across all areas.	X	
Role model for HR and driven to deliver.	X	
Experience of reporting changes to HR Legislation to Senior Managers.		X

# Key Responsibilities

1. Manage and advise on disciplinary, grievance, performance, redundancy and absence issues as directed by the Senior Leadership Team (SLT). To participate in formal hearings as required.
2. Assist in coaching and developing managers to devolve key HR processes/ decision making in the Employee Relations issues listed above.
3. Supporting Managers and colleagues in the design and delivery of organisational change; challenging and influencing as appropriate.
4. Create and deliver engaging and innovative employment law and HR policy workshops for Managers and staff as appropriate. Directly deliver training as required by the SLT.
5. Supporting managers in respect of recruitment, including filling vacant roles and participating in the recruitment process. Adjusting the recruitment strategy in response to the business strategy and wider external market conditions.
6. Contribute to the development of innovative approaches to recruitment in order to ensure that we attract high caliber candidates and make robust recruitment decisions.
7. Design, implement and maintain appropriate HR Policies and Procedures to support the business, ensuring that they reflect current legislation and best practice. In consultation with the SLT, recommend improvements.
8. Review and make recommendations for employee support and wellbeing.
9. Contribute to regular staff appraisals and maintain notes of the meetings. Assist with pay reviews annually through benchmarking and performance reviews.
10. Contribute to multiple HR related projects to improve performance across all areas of responsibility. Manage own projects as required.
11. Utilise own experience to contribute to work with Managers and implement.
12. Be responsible for providing timely and relevant HR information for the annual audit.
13. Value add activities including team building days and training, to deliver a “return on investment” and improve efficiency across the business.
14. Produce and analyse data to measure and benchmark performance as required to support and challenge Managers in HR metrics, to improve performance across the organisation. Produce regular reports for SLT on Breathe (HR Software).
15. Ensure that the HR Information System is accurate and current, and in accordance with relevant legislation relating to data retention and protection.

16. Work closely with Managers to help reduce the time taken to deal with absence, disciplinary, grievance and performance management issues.

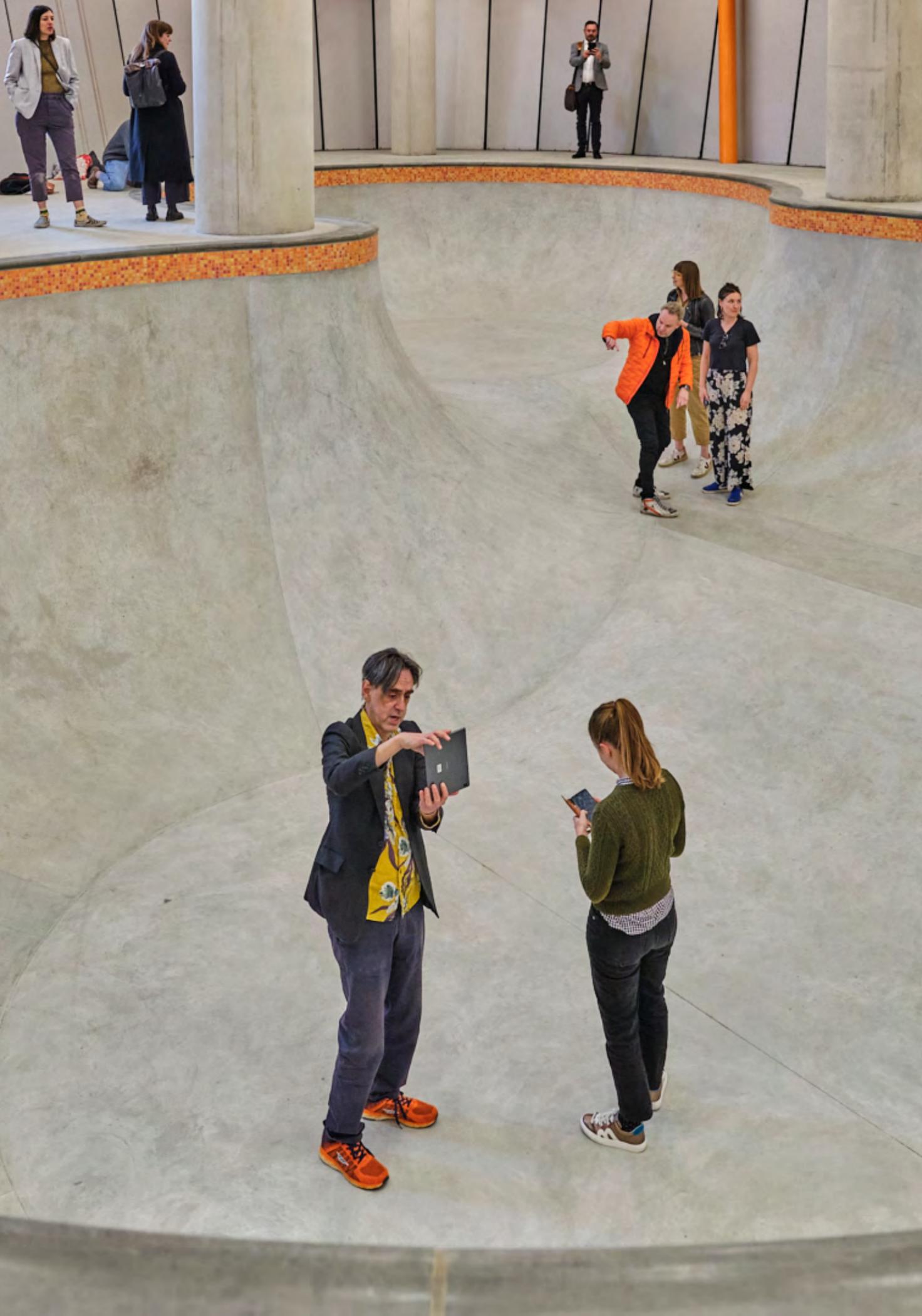
17. Actively contribute to and promote high levels of employee engagement.

18. Build and maintain effective relationships with external partners (such as Recruitment agencies, Occupational Health, consultants) to maximise service delivery and value for money.

19. To undertake any other duties, activities and responsibilities as reasonably requested by the management team, commensurate with the level of the role. This may include attendance at senior meetings and producing action points.

20. To keep abreast of Government Legislation, Working Time Directive (UK) and report changes and their implications to SLT.





# Person specification

## Decision Making

The role requires ongoing review and assessment of information in order to provide effective advice and guidance to people who may have little experience of HR practices. Anticipate issues and provide effective and timely interventions as appropriate, in accordance with best practice and employment legislation and in consultation with higher authority.

The ability to solve problems, interpret data and make recommendations for solutions and on-going improvement is important in this role.

## Communication

Highly effective verbal and written communication is essential with people at all levels, both throughout the organisation and with external contacts. Communications are wide ranging and include explaining sometimes specialist HR matters such as legislative requirements to managers and staff across the business.

The role requires the ability to persuade and influence where appropriate in order to ensure that policies and procedures are adhered to, and contribute to improved performance across the organisation.

## Working Conditions

The role is primarily site based with some home working and the occasional requirement to make home visits to employees on occasion (long term absences, for example). Occasional external meetings are a requirement of the role.

## Core Value Behaviours and Competencies

- Committed to excellent customer service
- Works well with others
- Committed to equality and diversity
- Committed to delivering and promoting value for money
- Takes personal responsibility
- Supports the vision, values and strategic objectives of The Sports Trust
- Ensures involvement of residents where appropriate



## How to apply

We hope you will consider making an application. If you have questions about the role and would find it helpful to have a conversation, please contact us on [jobs@thesportstrust.org](mailto:jobs@thesportstrust.org).

To apply, please email [jobs@thesportstrust.org](mailto:jobs@thesportstrust.org) with:

- your CV
- a cover letter which details why you are the right person for this role and how you meet the person specification (no more than two sides of A4)

Interview dates to be confirmed.