

HEAD OF HR AND OPERATIONS

Job description

Location	London, 2 days in the office
Hours	37.5 hours per week
Reports to	Managing Director, Finance & Administration
Start date	ASAP
Application deadline	Monday 25 November 2024, 9am GMT

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

invests in those countries and sectors with the greatest incidence of modern slavery.

analyses which interventions work best and shares that knowledge.

brings together a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

generates funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

About the position

This is an exciting opportunity for a highly skilled and experienced HR generalist to join a leading international anti-slavery organisation. You will be leading in a London-based HR and Operations team of four staff with high levels of autonomy and the ability to make a visible difference. You will be responsible for designing and delivering an effective HR strategy for the global organisation, as well as overseeing the London-based operations

team. The role will report to the Managing Director, Finance and Administration and sit on the Wider Management Team (WMT) of the organisation.

This role will suit candidates with previous generalist HR experience, particularly those with experience of roles in international SME organisations or charities. You should be proficient at prioritising and managing multiple activities, with great attention to detail and excellent communications skills.

You will be based in the Freedom Fund's central London office (near Kings Cross) and be working to support staff and managers across Brazil, Nigeria, Ethiopia, Kenya, Bangladesh, Nepal, Myanmar and Indonesia.

This is a new role, created to provide senior HR support to a growing organisation.

Responsibilities

Lead the Global HR Function

- Lead on HR strategy and delivery across the global organisation – currently comprising approximately 85 staff in 10 countries
- Provide high quality and timely employee relations and change management advice and support to the Senior Leadership Team
- Manage remuneration and benefits globally, ensuring the Freedom Fund's continuing ability to attract and retain a high performing team
- Oversee relationships with several Employers of Record and external payroll providers globally
- Develop and maintain HR policies, procedures and guidelines and staff handbooks globally
- Oversee all recruitment ensuring fair, safe and compliant recruitment practices and supporting workforce planning globally
- Lead on HR aspects of the Freedom Fund's Diversity, Equity and Inclusion vision and action plan
- Oversee new starter onboarding and off-boarding processes – including inductions on core organisational policies
- Manage the organisation's UK visa sponsorship license and visa applications process
- Oversee performance management - including probationary and annual reviews, and employee relations issues such as grievance and disciplinary cases
- Work with managers to identify learning and development needs and facilitate access to appropriate solutions for staff globally
- Monitor staff engagement and retention and work with managers to continuously improve the Freedom Fund as a place to work
- Oversee global Employee Assistance Plans, monitoring and promoting staff wellbeing
- Oversee the effective management and utilisation of HR systems globally (People HR)
- Oversee maintenance of all HR records including personnel files globally

- Oversee key HR projects (such as deploying a global employer of record solution) and provide HR input into other organisation-wide projects and initiatives (such as DEI)
- Ensure legal compliance in all HR activities globally, including sourcing and contracting with in-country employment law services as required
- Provide HR analytics and recommendations to the Senior Leadership Team and Board
- Manage HR-related budgets for the global organisation
- Work with the finance team to ensure accurate staffing budgets and forecasts
- Manage the HR team (HR Manager and Operations Officer)

Lead on Global Operations

- Ensure high quality and timely internal IT support is provided for staff globally
- Ensure the Freedom Fund's IT infrastructure is fit for purpose and well maintained and provides robust defence against cyber security threats
- Oversee the Freedom Fund's IT assets
- Ensure the organisation has appropriate IT systems, policies and procedures in place including in relation to Data Protection
- Ensure compliance and oversight with the organisation's global security management framework
- Ensure appropriate insurance coverage is in place across the global organisation
- Ensure a high quality and seamlessly run office environment for London based staff
- Provide guidance and support for the Business Operations Manager in relation to governance and executive assistance support provided to the Senior Leadership Team and Board
- Manage property and maintenance budgets for the UK office and IT budgets for the global organisation
- Manage the Operations and IT team (Business Operations Manager and IT Officer)

Other

- Work with other members of the broader Finance and Administration team (Head of Finance, Safeguarding Manager and Senior Legal Counsel)
- Serve on the Wider Management Team of the organisation
- Provide reports as required for the Senior Leadership Team and the Board
- Any other tasks commensurate with this role as determined by the Management Director, Finance and Administration.

Qualifications and experience

Essential

- Experience working in and across teams
- Experience of having led a HR division within the charity, donor or NGO world
- Good computer skills including but not limited to Microsoft Excel, Word, Powerpoint, Gmail, Outlook, online research tools

- Must be able to influence senior key stakeholders
- Good English with both written and oral communication skills
- Comfortable interacting with a wide range of people from different backgrounds
- Ability and commitment to learning more about the complexities of modern slavery
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund
- A minimum of a CIPD associate (Level 5) qualification, or actively working towards accreditation with evidence of continued professional development

Personal attributes

Essential

- Team player committed to the Freedom Fund's vision, mission and values
- Empathy and an ability to manage complex situations with high levels of emotional intelligence
- Highly organised, with strong administration skills and a high level of attention to detail,
- Strong work ethic and a can-do attitude
- Excellent communication skills
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction
- Ability to deliver on a multiplicity of tasks and deadlines in an organised and calm manner
- Strong technical and analytical skills, including problem solving
- Comfortable in a work environment representative of multiple cultures and backgrounds

Compensation

- £74,365- £76,322 per annum (dependant on experience)
- 10% non-contributory pension scheme
- 25 days holiday pro rata, plus public holidays
- Season ticket loan and cycle scheme available

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one 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 'Head of HR and Operations' in the subject line before 9am on Monday 25 November 2024.

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, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London, UK. 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 trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of 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 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.