

# HR Project Manager (Temporary)



**Hours of work:** 25—36 hours per week

**Location:** Lincoln

**Department:** Human Resources

**FTE salary details:** £32,000

**Advertising end date:** 15 July 2018

**This post is fixed term for approximately 6-8 months.**

As a HR Project Manager you will be providing relevant support to the services that help disabled children, or young people and their families. This is a great opportunity to develop your skills in a rewarding role, and gain a strong sense of achievement.

Read further to find out about whether this role is right for you.

For more information about KIDS please visit [www.kids.org.uk](http://www.kids.org.uk).

**Our vision is a world in which all disabled children and young people realise their aspirations, and their right to an inclusive community which supports them and their families.**

# What We Do



KIDS are a national charity, founded over 47 years ago, providing a wide range of support services to disabled children, young people and their families. We support children with any disability from birth to 25 years of age. We also offer our support to the whole family with the aim of giving disabled children a brighter future.

*“Your involvement with my family has meant huge practical help during a difficult time. I think the key thing is that KIDS does stuff with and for the whole family, not just the child. I am sure that yours is the kind of service that helps prevent family break up as a result of the strains that a child with a disability brings.”*

We cannot change a diagnosis and we cannot cure but we can, and we do, make a very real difference to the lives of families with a disabled child through high quality, practical and tailored services delivered by dedicated professional staff.

KIDS provides over 120 different services and works with 80 local authorities throughout England. **In 2017, we supported over 13,500 disabled children, young people and their families.**

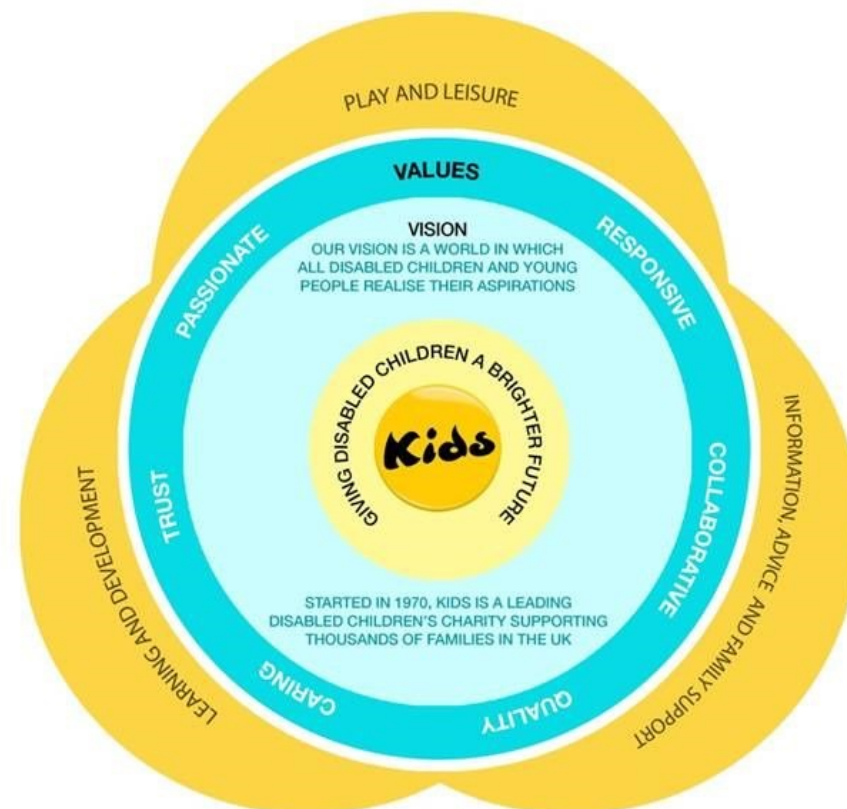
## Our values

- We are passionate
- We are collaborative
- We believe in quality
- We are responsive
- We are caring
- We are trusted

We are passionate about making a life-changing, positive difference to the lives of disabled children, young people and their families. Everything we do places the child at the centre of our support, our services then focus on providing care, which wraps around the child within their family.

To learn more about our corporate strategy, please visit <https://www.kids.org.uk/Pages/FAQs/Category/trustees>.

Our values underpin the work that we do with children, young people, and families in three main areas of their lives — we call these our “circles of support”.





# What You Can Expect



## Our services

KIDS was established in 1970 by John Mulcahy, a teacher who had become concerned about the development of a disabled child in one of his classes. Looking to improve communication with the child.

John turned to the child's mother for guidance. This sowed the seeds of working in partnership with parents and carers to enable disabled children and young people to develop their skills and abilities and to fulfil their potential, hopes and dreams.

KIDS is a charity which has pioneered a number of approaches and programmes for disabled children and young people. These include Home Learning (Portage), Parent Partnerships, Adventure Playgrounds and the inclusion of disabled children in mainstream educational settings.

KIDS has a rich history and vast experience of meeting the needs of disabled children and young people and families. Therefore, KIDS is well-placed to play a leading role supporting the development of policy affecting this important group in society.



## Our benefits

Here at KIDS we want you to know that you are valued, and that we are committed to your safety and wellbeing. Our benefits include:

- Access to KIDS Virtual College: our wide range of interactive e-learning training courses which carry CPD points
- NEST Pension Scheme
- Life Assurance
- Strong sense of achievement from doing meaningful work
- Generous holiday pay
- Extra week of holiday after 4 years' service
- 24 hour helpline to deal with safeguarding issues

**'Being given the opportunity to make a positive impact on a young person's life' - Ollie, Assistant Practitioner**

# Job Description



## Overall Purpose of Role

Actively drive the TUPE project forward from planning to delivery of local HR operational support and expertise to include:

- Will work alongside the Operational Regional Manager and Regional Director in Lincolnshire, to support the Human Resources issues associated with the set up of a new contract and TUPE of staff.
- Management of due diligence activity.
- Taking the lead on employee consultation with employees and their representatives including trade unions.
- Provide support on HR Generalist issues.
- Provide support on recruitment and on boarding within the region.
- Being the main point of contact for transitioning employees, answering individual and group transition related queries.
- Effective and timely project management of the process of on boarding new transitioning staff, including arranging the issuing of all relevant HR paperwork.
- Provide positive change in people management.



## Working Context

**This is an excellent opportunity to work autonomously with minimum supervision**

## Key Relationships

- Reports to the HR Director in the West Midlands
- Regional Manager—Lincolnshire
- Regional Director—Yorkshire and Lincolnshire
- Build strong working relationships with all the stakeholders
- First point of contact for all employee relations issues within the project and HR generalist support to local line managers
- Share best practice and work closely with the central HR administration team in the West Midlands
- Outgoing Service Providers and any associated Trade Unions

# Key Responsibilities



**‘The staff are really friendly and create a nice atmosphere to work in’ - Sarah, Assistant Practitioner**

## **We expect you:**

1. To be familiar with and fully comply with all KIDS policies and procedures including child protection, safeguarding, health and safety, confidentiality and partnership.
2. Perform tasks as required commensurate with your grade and experience.
3. Travel may be required within the Lincolnshire region.

## **Other Responsibilities**

You are responsible for maintaining the confidentiality of materials from all systems both electronic and paper and you may not remove from the premises any hardware, software, files, photographs or data without written permission unless agreed by your Line Manager/ equivalent as part of the execution of your normal duties.

**KIDS is committed to safeguarding and promoting the welfare of children and young people and also expects for all staff and volunteers to share this commitment. All children and young people we work with must, at all times, feel safe.**

# Person Specification



## Proven Ability

To be able to carry out this role we would expect you to have the following characteristics:

- High calibre, diplomatic and professional HR Generalist
- Someone who has good understanding of TUPE regulations
- Extensive experience as a HR Consultant with significant experience in TUPE management from design to operational delivery
- Preferable have experience of dealing with TUPE within the public sector and working in unionised environments from the early stage right up to effective transition of the staff
- Excellent project management and change management skills
- Effective and confident communicator with demonstrable experience of developing relationships with key stakeholders
- Someone with high energy, good attention to detail and the ability to multi-task remaining focused under pressure
- Strong business acumen
- Analytical and problem solving skills

## Education/Qualifications

- Educated to degree level
- Fully qualified CIPD to a minimum of level 5
- Up to date employment law knowledge
- Evidence of continuing professional development

