

Job Title	Head of HR
Department	Human Resources
Reporting to	CEO (with one direct report)
Hours	20-25 hours per week, Monday to Friday
Annual Leave	25 days plus bank holidays (pro rata)
Location	Hybrid, with minimum 15 hours per week spent on-site at NOAH's Luton or Bedford offices.
Probationary Period	Six months
Conditions of employment	As contained in staff contract and NOAH Enterprise's Statement of Terms and Conditions of Employment and Staff Handbook.
Main role and purpose of position	Oversee and develop NOAH's strategic people management, with overall responsibility for the HR function and people plan.
Main duties and responsibilities	<ul style="list-style-type: none"> • To lead the development and delivery of NOAH's people plan. <ul style="list-style-type: none"> ○ Lead the continuous enhancement of workplace culture such that staff and volunteers report that NOAH is an outstanding place to work. ○ Minimise people turnover and maximise workplace satisfaction and engagement. ○ Oversee the ongoing enhancement of NOAH's total reward package. • To ensure the structure and capabilities of the HR function and the design and resourcing of the wider workforce meet the needs and values of the Charity. <ul style="list-style-type: none"> ○ Develop and implement a holistic volunteering plan tailored to the needs of the Charity and recent trends in volunteering. ○ Lead the ongoing development and delivery of NOAH's EDI plan and implement strategies to support people with lived experience to contribute to decision-making across the Charity. ○ Lead on the development of appropriate HR systems and policies, ensuring they are fit for purpose and in line with latest legislation. • To develop and oversee HR and people management policies and practice which champion and embed NOAH's values. <ul style="list-style-type: none"> ○ Lead and develop the HR function to ensure appropriate capacity and competencies are in place to meet the needs of the Charity and fit with NOAH's values. ○ Ensure that people processes are effective, efficient, and person-centred. ○ Design, implement and oversee a learning and development provision which engages people and strengthens organisational competencies.

	<ul style="list-style-type: none"> • To contribute to the success of the Charity as a member of the Senior Management Team, modelling a culture of high support and high challenge. <ul style="list-style-type: none"> ○ To work with SMT colleagues to embed collective accountability for positive people-related outcomes across the Charity. ○ Provide, or facilitate the provision of, expert guidance across the Charity on all people related practices (e.g., employee relations issues). ○ Provide people-related analysis and reporting to SMT and the Board of Trustees.
Qualifications and experience	CIPD Advanced Diploma in Strategic People Management or an equivalent qualification
General	<ul style="list-style-type: none"> • Act as a representative of NOAH Enterprise always and in a manner befitting the organisation • Take a responsible approach to your personal development – manage and update own skills base to ensure quality service delivery and engage fully with all training offered • Take a flexible approach to working hours (within scope of the agreed working week), with ability to work evenings or weekends on occasion • Regular travel will be required across Bedfordshire, Buckinghamshire, and Hertfordshire, and potentially across the UK. This will include meetings, seminars, and training sessions both on and off NOAH Enterprise premises. • The post holder may from time to time be asked to undertake other duties as specified by the line manager. Permanent changes to the job description will only be made in negotiation with the post holder
NOAH policies and equal opportunities	All duties to be carried out in accordance with the policies and procedures of NOAH Enterprise, including the Equal Opportunities policy
Values and ethos	<p>NOAH is a charity that helps people experiencing homelessness, extreme poverty, and other disadvantages to make positive changes in their lives. We do this by providing care and advice services, training and wellbeing workshops, and opportunities for employment.</p> <p>We are truly driven by our values of Care, Compassion, and Commitment, which have their roots in the teachings of Saint Vincent de Paul, whose life was the inspiration behind the founding of NOAH.</p> <p>We are a Living Wage Foundation Employer and are committed to promoting wellbeing and a work-life balance amongst our staff.</p>

NOAH is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment and our Safeguarding Policy and Procedure.