

PERSON SPECIFICATION

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Job Title	Head of HR	
Department	Human Resources	
	Details	Essential / Desirable
Qualifications	CIPD Advanced Diploma in Strategic People Management or an equivalent qualification	Essential
Experience	Strong operational experience as applied to HR, including staff line management, budget management, and confidence in managing IT systems for HR administration.	Essential
	 Experience managing organisational change and developing culture within a values-led organisation. 	Essential
	Experience of implementing practices of subsidiarity within organisations - whereby authority is shared such that decision-making happens at the most appropriate level, and all those affected can contribute, especially beneficiaries.	Desirable
	 Experience with volunteers, including setting and implementing volunteering strategies, and direct line management of volunteers. 	Desirable
Skills, knowledge, and ability	Excellent knowledge of employment law, data protection law, EDI best practice, and HR best practice, with a commitment to consistently developing this knowledge.	Essential
	 Capable of influencing, motivating, and supporting colleagues throughout the Charity, demonstrating emotional intelligence and empathy. 	Essential
	Ability to identify opportunities to improve ways of working, providing insight on relevant	Essential



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General	trends within the people profession. Ability to combine attention to detail with a broad perspective, with experience of using qualitative and quantitative methods to make strategic business cases and decisions, monitor outcomes, and create reports for senior colleagues. Ability to work under pressure on several projects at the same time, to tight deadlines, maintaining confidentiality where necessary. Lived experience of disadvantage (e.g., hamalassness payorts, or trauma)	Essential Essential Desirable
Values and ethos	homelessness, poverty, or trauma) Demonstrate an understanding and respect for 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. Demonstrate and live out the values and ethos of NOAH. Demonstrate an ability not to judge others and to treat everyone fairly and equally.	Essential Essential

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.



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