



Job Description for:	Head of Group HR
Salary range:	£36,000 to £42,000 per annum
Based in:	Norwich, UK

The Charity

Care for Children's vision is to see 'a world of children in families'.

We develop strategic partnerships with governments to help create a positive alternative to institutional care for disadvantaged children through local family-based care. Care for Children has been operating since 1998, helping a generation of disadvantaged children to be placed into good, local families.

To support Care for Children's new vision statement to see 'a world of children in families', a new global strategy is being formed to ensure every country can access the support required to implement a family-based care system for disadvantaged children. With this exciting opportunity comes new operational challenges, but our unique vision and mission drives us forward.

Job Brief

We are seeking a strategic and experienced Head of Group HR to join our team and play a pivotal role in supporting the organisation's global growth and development. The Head of Group HR will be responsible for leading all aspects of human resources management, including recruitment, onboarding, performance management, employee relations, and organisational development. This is a unique opportunity to contribute to the implementation of our three-year strategic plan by building a high-performing team that will help us achieve our goals.

Responsibilities include:

- **Strategic HR Planning:** Working closely with senior leadership to develop and implement HR strategies and initiatives that align with Care for Children's three-year strategic plan and support organisational growth and development.

- **Recruitment and Talent Acquisition:** Lead the recruitment process for new hires across various departments and levels, including developing job descriptions, sourcing candidates, conducting interviews, and facilitating the hiring decision-making process.
- **Onboarding and Orientation:** Develop and implement effective onboarding programs to ensure that new employees are successfully integrated into the organisation and equipped to contribute to our mission from day one.
- **Performance Management:** Design and implement performance management systems and processes to set clear expectations, provide ongoing feedback and coaching, and evaluate employee performance against established goals and objectives.
- **Employee Relations:** Serve as a trusted advisor and resource to employees and managers on HR-related matters, including conflict resolution, disciplinary actions, and employee relations issues.
- **Training and Development:** Identify training and development needs within the organisation and coordinate the delivery of training programs and initiatives to enhance employee skills, knowledge, and performance.
- **HR Policies and Compliance:** Develop, implement, and maintain HR policies, procedures, and practices to ensure compliance with relevant laws and regulations and promote a positive and inclusive work environment.
- **Organisational Culture:** Champion a culture of collaboration, diversity, equity, and inclusion within the organisation and foster a positive work environment where employees feel valued, supported, and engaged.
- **Succession Planning:** Collaborate with senior leadership to identify key talent within the organisation and develop succession plans to ensure continuity and effectiveness in leadership roles.
- **HR Metrics and Reporting:** Establish key performance indicators (KPIs) and metrics to track HR performance and effectiveness and provide regular reports and insights to senior leadership.

Qualifications:

- Bachelor's degree in human resources management, business administration, or a related field. Master's degree preferred.
- Minimum of 4 years of experience in human resources management
- CIPD certification preferred.
- Strong knowledge of UK HR best practices, employment laws, and regulations. International HR experience could be an advantage.
- Experience in nonprofit organisations and/or international development preferred.
- Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders at all levels of the organization.
- Strategic thinker with the ability to translate organisational goals into actionable HR initiatives and programs.

- Strong problem-solving and decision-making skills, with the ability to navigate complex HR issues and challenges.

Personal note from Executive Director:

"Care for Children's team is on the cutting edge as we lay the foundations for projects that seek to positively and permanently change child welfare systems in South East Asia and the rest of the world, in favour of family-based care in the community for disadvantaged children. Change is often challenging. Our pioneering projects have a big vision and will require both passion and perseverance from everyone in the team, but the results will ensure that thousands of the most vulnerable children in the world will have the opportunity to grow up in a secure and loving family environment."

Dr Robert Glover OBE

Founder and Executive Director

Care for Children