*This information should be read alongside the Job Description and Person Specification in applying for the role. If you would like an informal chat about the role before applying, please call the outgoing post-holder, Maria Speight, on 0207 607 8762 or email* [*MariaS@centre404.org.uk*](mailto:MariaS@centre404.org.uk)*.*

**Structure**

CEO Office:

Central Service:

**Who we are looking for**

We are looking for a bright, talented HR professional with

a) HR **experience and knowledge** and

b) The **aptitude and skills** to manage the resources of a successful, front-line charity

As this is a broad role, we do not expect candidates to have experience in every area of responsibility. The person specification attached to the job description will outline what is **essential** and what is **desirable**.

We are primarily looking for someone who can demonstrate a positive attitude, a pragmatic approach and the ability to use initiative and be resourceful.

The right candidate will be able to draw on their relevant experience and knowledge gained in similar roles, and demonstrate an enthusiastic and ambitious approach to developing the post as well as a commitment to being a constructive, integral member of our Senior Management Team.

**About Centre 404**

Centre 404 was established in 1951 by a group of family carers who came together to campaign for better support and services for their children and families.

Centre 404 has three main areas of service delivery: Supported Housing and Independent Living, Supporting Families and Family Carers, and Learning and Leisure. These services deliver practical and emotional support to children and adults with a learning disability and their families in line with Centre 404 values. Central make up the fourth service in providing compliance, support and company administration to enable the service delivery.

These services are predominantly managed from our community centre and offices on Camden Road, from which we also deliver many groups and activities and community events. Our services operate satellite bases, residences and offsite activities.

**Expectations**

The Head of People and Resources will be working very closely with the CEO, Trustees and the Senior Management Team to develop quality, resources, and operational direction for our vibrant and local charity. To this end, candidates will need to be able to exercise a high level of initiative, discretion and integrity and be able to build professional, confidential and mutually trusting relationships.

This post is supported by a dedicated team of staff who deliver the day to day operations in the above areas. The post-holder is responsible for overseeing and ensuring that these areas of work are delivered effectively and in line with legislative and quality standards. While the post is a leadership and strategic role, we are looking for an all-round HR generalist and experienced people and process manager with the attitude of getting involved in aspects of operational delivery as described in the job description as well as project work and strategic planning.

**Development for the successful candidate**

This role is incredibly varied and challenging which provides huge scope and plenty of opportunities for candidates to develop their skills and talents and be rewarded through the successful development of a skilled and talented workforce and the day to day running of a busy front line charity.

There is a strong history of internal development, progression and longevity at Centre 404. The successful candidate will benefit from a long-standing CEO of 13 years, and there is a lot of internal knowledge and solid stakeholder relationships to support the position.

**Human Resources**

You will be overseeing a diverse and sometimes transient work force, with stringent safeguarding and compliance regulations to adhere to.

Currently Centre 404 has around 200 staff which is largely made up of front line support workers who deliver services to children and adults with a learning disability. We also employ case workers and outreach staff that support family carers. We have a database of around 80 active volunteers.

Our Housing Service is our largest department, as such the Head of People and Resources is assisted by the Housing Deputy Manager who has some specific HR responsibilities. Senior managers and line managers will also assist with managing staff issues and implementing HR procedures as required with support and coaching from the HR team.

**Resources Management**

Training will be provided in relation to this aspect of the role where necessary and technical supervision is provided in the form of the CEO, Finance Consultant, and the Personnel Committee. Over the past few years, there has been substantial development and investment into the team who undertake the resource activity.

From June 2019 to approximately February 2020, the offices will be relocated from our premises on Camden Road to North Road for the duration of the Phase 3 Building Project. This project is to expand and refurbish our beautiful building for the next chapter of Centre 404 history, and the successful candidate would be in the working group for making this happen. On return to the improved premises, the Head of People and Resources would be overseeing the new training facilities and venue hire opportunities with the Premises Manager and team.

