



Position:	Personnel Manager
Reports to:	Director
Salary:	£30,000 pro-rata
Hours:	part-time up to 25 hours per week To include occasional evenings and weekends
Location:	Corn Exchange, Market Place, Newbury You may be required to work at our other locations of 101, The Base and The Old Library as part of your normal working week
Holiday entitlement:	20 days per annum, plus bank holidays (pro rata if part-time)

OVERVIEW

The Corn Exchange is a multi-venue arts organisation which presents a wide range of artistic work and creative activity throughout the year, both at its Newbury-based venues and in the wider community in West Berkshire.

The Corn Exchange is a growing, dynamic and exciting organisation in the South East, with a 400-seat auditorium, a 40-seat cinema and a busy Learning Centre providing workshops and classes and other activity which has a positive impact on individuals and our community. The Corn Exchange also runs 101 Outdoor Arts, a nationally recognised facility to support and nurture artists creating ambitious productions for audiences across the UK and internationally; as well as programming and managing The Base Greenham, a visual arts gallery which is also home to resident artists and a workshop space.

We are looking for an excellent Personnel Manager who has exceptional people skills, a supportive and diplomatic approach, understanding of key HR elements and excellent administration.

This role will be responsible for the day-to-day management of all HR and personnel matters and all administration relating to people working and volunteering for the organisation.

Delivering a high standard, you will be responsible for driving best practice in recruitment, wellbeing, training, development, and employee relations, supporting a considerate and inclusive workplace culture.

Main Responsibilities

- Be the main point of contact for all personnel and recruitment matters and organisational practice in relation to how we work with people
- Ensure the smooth running of all aspects of HR administration and process
- Work with the Executive team to provide guidance and support to managers on all personnel matters
- Work with the Executive Team to ensure the Trust is compliant in all HR matters
- Implement new strategies around training, traineeship programmes and inclusive practice

Main Duties

Personnel

- Manage all processes relating to recruitment in a timely fashion, creating recruitment packs, processing applications and conducting panel interviews
- Manage all processes relating to new starters including references, processing DBS checks and their right to work in the UK
- Draw up offers of employment, employee contracts and contract variations
- Monitor all probationary periods and induction training, advising and liaising with managers as required, ensuring timely completion and preparing all relevant correspondence
- Regularly review the Staff Handbook, appendices and policies and create new policies as required
- Oversee the accurate and confident use of BreatheHR, the Trusts online personnel platform
- Work closely with managers, to implement and manage a programme of trainee employment opportunities, working collaboratively with university internship schemes, national apprenticeship schemes or funded trainee programmes
- Ensure Equity, Diversity, Inclusion and Belonging ambitions inform our HR approaches and processes, upholding an inclusive working environment

Employee Relations

- Partner with the Executive Team to review and develop policies and good practice
- Advise and support managers; including managing challenging staff issues
- Ensure the performance management and appraisal processes for the organisation is fit for purpose and undertaken by all Managers
- Provide advice, training and guidance on current HR procedures, communicate Handbook and policy updates and introduce new procedures as required
- Devise and deliver basic internal training for staff as needed and as appropriate
- Mentor and signpost support to trainees, apprentices and interns
- Assist the Executive team in managing disciplinary, grievance, capability, redundancy, and sickness issues; including meetings and minute taking as required, preparing paperwork and cases, meeting with staff if appropriate and liaising with representatives
- To coordinate regular meetings with the volunteer coordinator staff, ensuring a cohesive and consistent approach is taken in managing volunteers across the organisation

Records

- Create and maintain accurate, up to date and confidential personnel files (and filing systems as appropriate) and ensuring BreatheHR is updated for daily use by staff
- Arrange and keep accurate records of all training
- Oversee and manage all staff annual leave procedures
- Accurately record and review staff absence, sickness and return to work procedures
- Ensure systems are in place to enable accurate monitoring and reporting of all personnel and equal opportunities information, including to funders

Governance

- Work with the Executive team to ensure all policies are reviewed by the Board of Trustees on an annual/bi-annual basis as required
- Contribute to the Trust's Equity And Inclusion Action Group
- To chair the Wellbeing Action Group, managing and coordinating activity to support positive wellbeing in the workplace

Legislation

- Maintain up to date knowledge of all relevant legislation, regulations and other legal issues related to HR
- Continually review and revise all policies and procedures to ensure the Trust is compliant in all HR, Governance and Charitable matters, and ensure that these are brought to the attention of the appropriate parties
- Ensure mandatory training is completed and all policies are read, acknowledged and adhered to
- To ensure all records are maintained in line with the GDPR
- Support managers in ensuring we are compliant, consistent and considerate in our contracting of freelancers, with due diligence to worker status

General Duties/Additional Requirements

- Demonstrate a commitment to the Corn Exchange Trust's core values
- Treat all personnel information as strictly private and confidential, maintaining confidentiality at all times
- Publicly represent the Corn Exchange Trust in a prepared and professional manner
- Create a friendly and welcoming atmosphere for users of the Corn Exchange
- Work evenings and weekends as necessary
- Undertake any other duties which may reasonably be requested

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person Specification

The successful candidate will:

- Be naturally positive, enjoy working with a range of people and with exemplary communication skills
- Enjoy working in a busy environment and working independently
- Have good working knowledge of current HR best practice and able to keep up to date with new legislation
- Be computer literate with good working knowledge of Microsoft application and excellent attention to detail
- Have excellent time management and organisational skills
- Be proactive in finding solutions to challenges and a supportive approach

Additional Benefits

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equity & Diversity, Fundraising, and Wellbeing.