



People Manager (part-time)

Location:	Based at Social Bite's Head Office, 1 St. Colme Street, Edinburgh, EH3 6AA, with occasional travel to sites in Glasgow, Livingston and Aberdeen
Salary:	£27- 30k per annum pro rata (depending on experience)
Hours:	24 hours per week (we are open to discussing how/when these hours are worked)
Annual Leave:	28 days per year (pro rata)
Reports to:	Group Finance Director, Peter Kerr

This is a permanent post.

Accountable for:

HR systems, admin, policies and contracts

Learning and development

Fostering company culture

Principle working relationships:

Organisational Development team

Managers throughout Social Bite

Leadership team

Social Impact team

Social Bite Boards

Purpose of Post:

Social Bite is committed to training, developing and upskilling our employees. We believe everyone has something important to offer and that great ideas can come from anywhere in the organisation. The People Manager is an exciting new role within our growing organisation. We're looking for someone with a creative and innovative approach who is willing to move fast and lead change across the organisation whilst ensuring policies and employment records are up to date and all staff are well supported and informed. We need someone with an interest in maintaining and improving systems, with strong attention to detail who is confident working independently.

Duties and Responsibilities

We anticipate that you will spend the first few months in post taking a thorough look at all aspects of people management throughout the organisation and developing a strategic plan to solidify Social Bite's commitment to being a consistently supportive, rewarding and empowering place to work

Maintain and develop HR systems

- Advise and work with managers to standardise all aspects of HR including recruitment, contracts, reviews, grievances, development and training, leave and leavers
- Conduct a full audit of current HR information held, and eliminate gaps
- Maintain current HR records and lead on improving HR systems
- Lead on updating and transforming HR policies to better reflect the ethos of the organisation
- Introduce the Healthy Working Lives programme and work towards the award
- Keep up to date with current employment and data protection legislation and ensure company policies and practices comply
- Hold the responsibility for office Health and Safety
- Provide quarterly updates to Social Bite Boards

Learning and Development

- Work with the Leadership Team on strategy and future planning
- Develop overall training plan for the organisation in line with organisational strategy and goals and seek out training and mentoring opportunities
- Work with managers and Leadership Team to make sure the right skills are recruited, developed and retained

- Plan and lead staff away days and workshops
- Support staff to share learning across the organisation
- Work with our existing e-learning platforms
- Work with the Social Impact team on formalising Social Bite Academy placements
- Work with the Area Manager on accredited training opportunities for staff

Fostering Company Culture

- Oversee and develop induction processes and ensure consistency across the organisation
- Build relationships with staff at all levels and incorporate staff feedback into decision making, be the person managers and staff can come to with any HR concerns
- Support the Leadership team on continuing to enhance the culture of Social Bite
- Communicate all HR related news and developments to the wider team and Board
- Introduce consistent and transparent rewards and recognition
- Introduce the Healthy Working Lives programme and support the organisation to work towards the award

Person Specification

Ethos and approach

- Passion for our cause of ending homelessness and commitment to working to transform the lives of people experiencing homelessness across Scotland (essential)
- A non-judgemental approach and a commitment to seeing the potential in everyone (essential)
- Ability to engage with staff at all levels from Board members to supported employees (essential)
- Forward thinking and ready to pioneer best practice (essential)
- Consistent and fair with a strong commitment to maintaining ethical boundaries (essential)
- Collaborative approach and a willingness to adapt role and take on new tasks and responsibilities as the organisation continues to develop (desirable)

Knowledge

- Good knowledge of data protection including GDPR (essential)

- CIPD qualified, with extensive demonstrable experience in an HR generalist role (essential)
- Good IT literacy (essential)
- Good knowledge of employment law and best practice (essential)

Experience and skills

- Experience working independently, comfortable making decisions and leading change (essential)
- Ability to work across multiple projects and manage time effectively (essential)
- Thorough knowledge and experience of relevant HR systems and processes (essential)
- Strong written and verbal communication skills and ability to build relationships at all levels (essential)
- Discrete and trustworthy with experience of handling sensitive information (essential)
- Experience of working to support and develop individuals to learn new skills (desirable)
- Attention to detail with an interest in optimising systems and processes (essential)
- Experience of HR management in the hospitality sector (desirable)
- Experience working with e-learning platforms (desirable)
- Experience of the charity sector and supported employment programmes (desirable)
- Experience of the Healthy Working Lives programme (desirable)
- Experience of challenging behaviour and of maintaining safe boundaries with vulnerable people (desirable)

About Social Bite

Social Bite is on a mission to eradicate homelessness in Scotland.

Homelessness has an overwhelmingly negative impact on the lives of those who experience it, physically, socially and psychologically. It affects people when they are most vulnerable – when relationships break down, when a job is lost, due to mental health problems and trauma and above all when people experience poverty and cannot make ends meet. It leads to exclusion and exploitation and is a devastating waste of human potential.

The Social Bite story began with Co-Founders, Josh Littlejohn and Alice Thompson, who set up a social enterprise that connected unexpectedly to the issue of homelessness. Through our cafes, our Founders and staff got to know people who live on the streets and in other unsafe settings. An issue and a group of people that are largely invisible came into sharp focus.

Over time, we have explored the potential for our social enterprise to feed people, provide a safe place to socialise and opportunities for people to grow and develop. We realised that many other people wanted to help in this effort too so we have made it our mission to work collaboratively to end homelessness.

Our Vision

A Scotland where everyone has a safe place to call home.

Our Mission

1. We use our pioneering social enterprises to enable people affected by homelessness to transform their own lives.
2. We lead a movement to end homelessness by generating funds, awareness and action across all sections of society.