

**Position:** HR Manager

**Salary:** Competitive and Dependent on experience

**Start date:** Immediate start

**Contract type:** Fixed Term Contract 4-6 months two to three days per week, 9am-5:30pm

Occasionally work outside regular office hours at charity awareness and fundraising events on evenings and weekends (with time off in return)

#### **About Ovarian Cancer Action:**

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research that saves lives. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the deadliest gynaecological cancer, and the sixth most common cancer in women, ovarian cancer remains an underfunded and overlooked condition. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our network of women and families who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

#### **About the HR Manager role**

We are going through an exciting growth period at OCA, and expanding the team across all areas and are looking for interim HR expertise to provide advice and assistance to the CEO, Senior Management team and staff in relation to a broad range of HR matters with a main focus on recruitment, staff development and well-being. This is a key role for the charity as people are at the centre of our success and we are looking for someone who has the experience and expertise to plan and help deliver some of this.

#### **Key Responsibilities**

##### **The role and responsibilities:**

Overall work closely with the CEO and Senior Management Team Officer to develop people management capability across the organisation, sourcing, ensuring delivery of HR processes and procedures to continue to establish consistent and effective HR management and developing the data, systems and reporting to deliver more value for the organisation

Specifically:

- Lead on HR recruitment for vacancies to attract and recruit the best talent to fit into the charity. Deliver high quality HR advice and support to recruiting managers ensuring compliance with policies, employment law and regulations

- Review and recommend the best approach to current staff development practice to encourage a culture of high performance and continuous learning.
- Ensure a robust approach to employee wellbeing and assist with the management of ER issues as required and oversee reporting where necessary (e.g. pay policy, sickness, performance management, grievance and disciplinary procedures) • Assisting the CEO as required to provide appropriate support on complex ER issues
- Provide oversight and advice on HR operations as required working with the Team Assistant. Eg on boarding of new starters, compliance/background screening and records maintenance.

### **Skills and Experience Required**

- HR Experience at manager level or as a consultant, HR knowledge, including employment law. Experience in the not for profit sector is desirable, but not essential.
- Strong experience of recruitment and a track record of securing the right talent
- Experience developing and implementing new processes and procedures for talent management.
- Experience of integrating safeguarding and diversity and inclusion into recruitment and HR practice
- Strong IT and HR systems knowledge
- Computer skills – must be experienced in the use of Microsoft Outlook, Word, Excel
- Flexible, resilient, tenacious with a positive attitude to succeed
- Tact, diplomacy and an ability to maintain confidentiality

### **Benefits:**

- 25 days annual holiday leave pro rata  
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

### **Recruitment process:**

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA and your experience to do the role. Along with this, please send a copy of your latest CV to [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk). Please also take a look at our website [www.ovarian.org.uk](http://www.ovarian.org.uk) for more details about what we do.

Our deadline for the role is 29<sup>th</sup> November however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities.

If you have any questions regarding this role, please email [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk), quoting the job title in the email heading.