



Registered Charity No. 243044



Group Executive HR Director

Recruitment Pack

Nottinghamshire YMCA

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Welcome from our CEO



Dear applicant,

As Group CEO of Nottinghamshire YMCA, I would like to thank you for considering applying for the position of Group Executive HR Director.

As a movement, we are deeply committed to promoting **youth development, healthy living and social responsibility** and so every service we deliver both internally and externally works to energise our communities to **belong, contribute and thrive** as we grow together.

Prioritising the needs of young people feeds the soul of our charity, and we particularly believe in the importance of nurturing partnerships along with a collaboration of hearts and minds to create meaningful social mobility. It is only by listening to our staff members, local families, children, businesses and local agencies that we can develop effective programmes and deliver vital frontline services that truly reflect the needs of the people we support.

Our wide range of services thus include everything from day camps, digital programmes, Adventure Guides and childcare to the development of world-class facilities at our evolving Community and Activity Village in Newark. Supporting homeless young people through YMCA's life-shaping housing provisions and providing 24-hour children's residential care services across Nottinghamshire and East Riding of Yorkshire remain key strategic priorities; along with promoting fitness, education and wellbeing through our gym, CrossFit and Malt Cross hospitality facilities at the heart of Nottingham.

Sitting on our Executive Leadership Team, the successful candidate for this exciting new role will empower YMCA to challenge the status quo and diversify our charity's services across the Group to champion our ambitious vision across a rapid growth trajectory.

In addition to delivering a people-focused strategy that is aligned to our core values of **caring, honesty, respect and responsibility**, developing a culture of transformational leadership, matrix management and entrepreneurship will be essential for moving our organisation forward. An experienced change agent with significant experience operating at a senior level (ideally HR Director) in a complex organisation, you will play a pivotal role in supporting our transformation programme.

As a recognised Mindful Employer, Nottinghamshire YMCA is committed to Staff Wellbeing with qualified Workplace Chaplains and qualified Mental Health Champions on hand to help you feel supported. We believe in a holistic approach to nurturing the **mind, body and spirit** of all our employees. The importance of achieving a good work-life balance and being proud of the work we do as a movement is the cornerstone of every programme we deliver.

If you join us, you will have access to a wide range of employee benefits including free gym membership, access to a health cash back scheme upon successful completion of your probation period, staff engagement and activity events, volunteer days, generous annual leave and pension scheme and fantastic training opportunities to further your professional and personal development.

We would love for you to be part of the organisation's journey in our shared belief that everyone deserves a chance to be the best version of themselves that they can be. Apply today to begin your next chapter with YMCA and help us shape our revolutionary future.

Craig Berens, Group CEO

Mission and Strategy

Our mission, based on Christian core values, is to develop the mind, body and spirit of individuals, families and communities to improve health and wellbeing for all.

Nottinghamshire YMCA was set up in 1871 by a small group of friends who wanted to make a positive difference to the lives of local people. We are a wholly inclusive organisation, welcoming people from all walks of life, from all faiths and backgrounds. Our core values of **caring, honesty, respect** and **responsibility** remain embedded across the association and always remain at the heart of everything we do.

150 years later, we continue to grow and be steered by the evolving needs of young people, with our strategic direction always working to develop innovative programmes and frontline services that are geared towards transforming the life experiences of local people. Through an ambitious growth strategy, our goal is to continue empowering even more members of our communities to reach their potential so they can **belong, contribute** and **thrive**.



Job Summary

**Group Executive
HR Director**



Job Summary

Have you got substantial experience of providing strategic and inspirational HR direction and vision? If so, we would love to hear from you.

We are looking for a 'people first' leader, who will sit on our Executive Leadership Team and help us to achieve our ambitious and exciting growth trajectory. Substantial experience in providing strategic and inspirational HR direction will put you in good stead for ensuring our workforce is appropriately skilled and engaged to deliver organisational improvements across the board.

With experience of setting up new companies and embedding matrix structures successfully, you will have a proven track record of operating and delivering at a strategic level in a fast-paced, complex environment. You will be expected to work additional hours as required by the job role. Having successfully delivered cross organisational change programmes, you will be an expert

in change management and performance improvement and development to take our non-profit charity to the next level.

We offer a wide variety of employee benefits including free gym membership, discounted childcare, generous annual leave entitlements and much more.

Job Description

- **Contract:** Fixed Term for up to two years.
- **Hours:** Full-time – 37.5 hours per week, Monday to Friday with some evening and weekend work. As this is an executive level role, you will be required to work additional hour to fulfil the requirements of the role.
- **Location:** Based at home and at NCVS in Nottingham city centre as required – travel between other sites will be required.
- **Line Management Responsibilities:**
HR – Operations Manager.

- **Salary:** Circa £75,000 dependent upon experience and qualifications.

Additional requirements:

- CIPD membership and qualification to at least level 7 is essential, as is an exceptional standard of numeracy, ICT and literacy.
- This post will be subject to an enhanced DBS check (for which YMCA will pay).

APPLY NOW!

If you would like to apply, please send your detailed CV to: emma.hodgett@nottsymca.org

Primary purpose of post

- To provide strategic and inspirational HR direction and vision for the Group through a “People first” ethos.
- To lead and support the Group to navigate the complexities of a multi-faceted organisation and its subsidiaries.
- To act as a change agent for the Group, leading change management by challenging existing practice in a way that influences and inspires others.
- To enhance our employer brand by shaping and developing an employee value proposition and associated people related initiatives to create an excellent employee journey.
- To ensure the HR team deliver consistently high quality, people centric HR services for all of our organisations.
- To develop and implement a culture of transformational leadership, matrix management, entrepreneurship, continuous learning and high employee and stakeholder engagement.
- To be a Board member / Director for associated / affiliated charities and businesses and provide effective governance, leadership and HR guidance and advice.
- To provide inspiring and motivating leadership to the Human Resources Team.
- To be an effective member of the Association’s Senior Leadership Team and promote the development of an organisational culture that puts our Christian Core Values – Caring, Honesty, Respect and Responsibility - at the centre of all we do.



Principal Responsibilities

1. HR Strategy

- 1.1 To devise, develop, deliver, and implement a people strategy for the Group aligned with our Core Values, mission, best practice, organisational strategies, and business plans.
- 1.2 To ensure the ongoing development of HR practices, policies and procedures which support managers and employees, facilitate change, drive performance, and comply with employment legislation and best practice.
- 1.3 To be a proactive member of the Senior Leadership Team ensuring that HR issues are central to all Group plans, growth, and strategies.
- 1.4 To initiate, lead and implement change management initiatives to deliver organisational improvements.
- 1.5 To work with senior leaders to develop a strong, inspiring Senior Leadership Team that drives engagement in our mission and high performance in our work.
- 1.6 To support the Group's ambitious growth trajectory.

2. Employee Relations

- 2.1 To support, advise, coach and challenge senior leaders, including Trustees and Directors in the management of performance, disciplinary and grievance issues as appropriate.
- 2.2 To further embed a partnership approach to Strategic Human Resource Management – resolving issues with managers and staff, to create, drive and sustain a culture of positive employee relations.
- 2.3 To develop and embed matrix management structures and culture.
- 2.4 To implement employee engagement measures, enabling action plans and providing support as necessary.
- 2.5 To enable two-way communication across the Group.
- 2.6 To effectively use data to ensure that improvements are monitored regularly.

3. HR Delivery

- 3.1 To be responsible for the provision of a comprehensive and high-quality service for the Group that supports each element of the employee lifecycle/journey including but not limited to recruitment, talent management, learning and development, employee relations, reward and recognition, equality, diversity and inclusion, workforce planning and organisational development.
- 3.2 To manage the financial performance and overall budget for Human Resources.
- 3.3 To drive the embedding of an organisation wide cloud-based HR system that improves and delivers processes, improves efficiency, and provides accurate and timely data.

4. Governance

- 4.1 To attend Board meetings and subcommittee meetings and prepare and present reports to a variety of audiences.
- 4.2 To act as Trustee and Director on assigned subsidiary organisations undertaking all the requirements of that role.
- 4.3 To ensure HR activities are compliant with governing body regulations for example Ofsted and Safe Recruitment.

Responsibilities of all YMCA staff and managers

1. Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2. Other Duties

To undertake any other specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3. Discretion to Act

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

4. Relationships

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality is extremely serious and may lead to dismissal.

5. Personal Development

To play an active role in the development and implementation of your development.

6. Association Ethos

To support the Christian aims, objectives, ethos, and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff to abide by our Equality and Diversity Policy.

7. Health and Safety

To adhere to the Association's Health and Safety policies at all times.



Person Specification

<i>Criteria</i>	<i>Requirements</i>
Experience	1.1 Successful track record as a strong HR leader, operating and delivering at a strategic level in a highly professional, multi-site organisation.
	1.2 Evidence of having successfully delivered cross-organisational HR change programmes coupled with a proven record of successful culture change management.
	1.3 Significant experience of workforce planning, organisational development, employee relations, reward, performance management, and talent management.
	1.4 Experience of handling highly confidential and sensitive information and situations effectively.
	1.5 Experience of initiating, developing, and evaluating HR strategies, policies, and procedures.
	1.6 Experience of instigating and developing positive relationships with stakeholders, including external partners, managers, and employees.
	1.7 Successful track record of policy formulation and strategic development in a complex, multi-faceted organisation.
	1.8 A proven track record of influencing cultural change and introducing initiatives to enhance the employee journey.
	1.9 Experience of introducing and embedding matrix structures into organisations successfully.
	1.10 A successful track record of the effective and efficient development and use of HR and related IT systems.
	1.11 Evidence of implementing complex structures and processes aligned to growth and strategic plans.

<i>Criteria</i>	<i>Requirements</i>
Knowledge / qualifications	2.1 High level knowledge of current employment law, business trends, employee engagement, change management and HR best practice.
	2.2 Formal HR qualification to at least level 7 and full CIPD membership.
	2.3 Exceptional standard of numeracy, ICT, and literacy.
	2.4 Understanding of the third sector, charity law and the supported housing sector.
	2.5 Understanding of Ofsted requirements in relation to staffing, learning and governance.

Criteria	Requirements
Skills & Abilities	3.1 Strong communication, interpersonal and presentation skills coupled with high levels of personal credibility and professionalism.
	3.2 Business acumen, technically strong and insightful and able to operate effectively at strategic and operational levels.
	3.3 The ability to learn quickly, multitask, prioritise and delegate using effective organisation, decision making, planning and problem-solving skills.
	3.4 Ability to demonstrate inspirational and transformational leadership, professional curiosity, and a passion for inclusive practice.
	3.5 Ability to motivate, influence, negotiate, empower and challenge appropriately.
	3.6 Ability to provide strong, visionary, and entrepreneurial leadership for the HR team and our wider organisations.
	3.7 High level people and analytical skills with excellent attention to detail.
	3.8 Ability to design and deliver workforce structures and organisational development plans.
	3.9 Able to explain and be supportive of the YMCA ethos, belief and values and promote, maintain, and ensure understanding of the Association's Christian ethos and heritage internally and externally.
	3.10 The ability and desire to "roll up sleeves" and be involved in the day-to-day activities of the Group.

Criteria	Requirements
Other work-related requirements	4.1 High level of integrity and the ability to support, uphold and role model the core values (caring, honesty, respect, and responsibility) of the Group.
	4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service.
	4.3 High level understanding of the needs of people from diverse cultural, social, and racial backgrounds and ability to challenge strongly and appropriately as required.
	4.4 Able to travel between sites and attend training, meetings as necessary including at weekends and evenings as required.
	4.5 The ability and willingness to act as a Board Member of associated / affiliated charities and companies.

Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity.

Nottinghamshire YMCA is committed to the protection of children and adults at risk.

SOME OF THE BENEFITS OF WORKING FOR NOTTINGHAMSHIRE YMCA

From day one of employment

Values based organisation We have served the people of Nottingham for over 150 years	Generous Annual Leave Rises by 1 day a year for first 5 years, 2 days after 10 years, and 2 days after 15 years (pro-rata if part time)	Paid Volunteer Leave One day one year	Work Shadowing Opportunities across the Association	Training Opportunities Both internal and external plus support with educational qualifications
Commitment Regular supervisions, one-to-one meetings and team meetings	Employee Recognition Awards Colleagues can nominate each other for recognition	Free Beverages Free tea (including herbal teas), coffee and drinking water at all sites	Counselling sessions Up to 6 face-to-face or telephone sessions for those not in Westfield (via your manager/HR)	Workplace Chaplain Confidential support on a wide range of topics
Free Access When available, access to student counsellors	Free YMCA Gym Membership	Reduced Price CrossFit 1871 Membership	Free Staff Fitness MOTs	Reduced cost workplace massages
Staff only gym classes	Reimbursement for flu jabs	Reimbursement /Payment Hepatitis A and B vaccinations for staff working in areas where such vaccinations are required	Time Off Smoking cessation support	Staff Newsletters Keeping you up to date with what's happening
Paid Sick Leave Rising in line with length of service	Pension Scheme with Royal London	£50 per week Amazing school holiday camps for your children	Social Activities Regular, organised (and sometimes subsidised or free) e.g. Christmas Party, Alton Towers day trip	Death in Service Benefit

Plus, following confirmation in post after a successful probationary period:

Interest Free Training loans of up to £3000 per year	Westfield Health Cashback scheme (inc. 24x7 counselling and advice line) and Westfield Rewards Scheme OR financial support towards travel to work OR financial support towards childcare OR financial support for external gym membership	Green travel / public transport loans of up to £1000 per year
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Staff Wellbeing Programme



At Nottinghamshire YMCA, we are committed to supporting Staff Wellbeing. We try to create an environment where staff feel they can be open about their wellbeing. Our tailored Wellbeing and Mental Health policies facilitate promotion of this important agenda in the workplace by addressing the needs of our employees. Most importantly, it is our respectful and caring culture that really demonstrates this priority, with wellbeing being a key cornerstone that resides at the heart of one-to-one discussions.

We support mental health issues in the same way as we would a

physical issue. We have a number of qualified Mental Health Champions across the workforce and they are on hand to offer bespoke support as and when required.

Some of the wellbeing initiatives we offer include:

- Westfield Health Membership*
- Confidential Counselling via Riverside Natural Health Centre
- Workplace Chaplain
- Gym Pastors
- Free gym membership
- Free body MOTs and fitness classes
- A proactive approach to Sickness Absence Management

- Staff Wellbeing events such as Aromatherapy workshops
- Staff Engagement Group
- Staff Activities
- Volunteer days to encourage a sense of “giving back”

Many of our employee benefits complement the wellbeing package and details of these are included in this pack.

*Some initiatives are only available once the probation period is successfully completed



"We would love for you to be part of the organisation's journey in our shared belief that everyone deserves a chance to be the best version of themselves that they can be."



"We believe in a holistic approach to nurturing the **mind, body** and **spirit** of all our employees."



Get in touch

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