

# Sands Application Information

## **Head of Human Resources and Facilities**

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October 2025

# About Sands

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Sands are the UK's leading pregnancy and baby loss charity. We are here to support everyone touched by pregnancy loss or the death of a baby. Always.

We're creating a community of compassionate and lifesaving changemakers, whose voices inspire change and turn understanding into action.

Every day in the UK, 13 babies die shortly before, during or soon after birth. At least 1 in 6 of pregnancies end in miscarriage. Thousands of parents and families are experiencing the heartbreak of pregnancy and baby loss every year in the UK.

Too often, the reasons for pregnancy and baby losses are not fully understood, and this lack of understanding makes it harder to prevent future tragedies. But it doesn't have to be this way.

For more than 40 years, Sands has provided a safe, understanding and caring community for anyone touched by pregnancy or baby loss. We can help, whether your loss happened recently or long ago.

Sands offer many types of support, including our free, confidential telephone helpline, email support, and online group sessions. We have a UK-wide network of local groups offering peer-support in the community, social media groups helping people connect wherever they are, and free resources for partners, siblings, grandparents, and wider family and friends.

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need.

Join us and help create a world where fewer babies die.

# Sands Staff Benefits

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## Annual Leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

## Employee Assistance Programme

As part of its commitment to employee wellbeing, Sands offers all Staff access to our Employee Assistance Programme which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

## Sand Cycle to Work Scheme

Sands have teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

## Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

## Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to additional services from Legal and General including legal and financial support, a medical helpline, and a health and wellbeing platform. Additionally, Staff have access to a wide range of shopping offers and discounts, plus advice on finding and funding later life care for their loved ones or themselves.

## Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

## Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

## Tickets for Good

All Staff have membership of a platform which offers free and discounted tickets to a wide range of entertainment events.

## Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

## Adoption Pay

Staff on adoption leave are paid their full salary for the first 26 weeks of their period of leave.

## Volunteering Leave

Staff can take 2 days of paid leave per year to volunteer for another charity

## Staff Reward and Recognition Scheme

All Staff can participate in a monthly Reward and Recognition Scheme

## Sands is a vibrant, growing charity!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment - making it an especially exciting time to join the charity.

**Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.**

# About the role

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Sands are the UK's leading pregnancy and baby loss charity. We are here to support everyone touched by pregnancy loss or the death of a baby. Always.

Our Human Resources and Facilities team are responsible for providing a high standard of support to our staff, who are based throughout the UK.

This exciting and high-profile role is responsible for leading on all operational HR & Facilities activity within the charity. This includes ensuring that this activity aligns with Sands' strategic objectives and meets KPI's set by the Board. This is a key role which will help us to promote Sands' vision; a world where fewer babies die and when a baby dies those affected receive the best care and support for as long as they need.

The areas that the team covers include staff learning & development, organisational change management, EEDI, implementation and development of HR policies and procedures, staff wellbeing, recruitment, employee reward and recognition, employment relations, development of HR IT systems and management of our property portfolio.

With significant experience in a Head of HR role, you will have a good understanding of UK employment law and be able to apply this in everyday situations.

You will be confident in advising senior managers in HR best practice, including leading on change management processes.

Experience of developing employee benefit and wellbeing packages, HR policies and information systems is essential. Additionally, you will have demonstrable experience of developing HR strategies including budgets and be able to confidently present to groups of staff and managers.

An excellent influencer and communicator, you will be able to build effective working relationships with staff and managers across the organisation as well as external stakeholders.

With a good knowledge and understanding of employment law and HR best practice, you will be able to manage several work streams simultaneously and meet deadlines under pressure. Excellent organisational and time-management skills are therefore essential for this role. You will also need to be highly numerate and demonstrate good problem-solving ability.

# To apply:

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Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk).

CVs and supporting statements should be sent as attachments to an email in either Word or PDF format. The title of the attachments should be your first name, surname and either CV or supporting statement e.g. "Name CV"

Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications: 27<sup>th</sup> October 2025**

**Interview Dates: w/c 3<sup>rd</sup> November 2025**

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **Interviews will be held online.**

# Job Description

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Job Title:	Head of Human Resources and Facilities
Responsible to:	Director of Finance, Data & Resources
Location:	Hybrid
Contract:	Permanent
Hours:	35 hours per week
Salary:	£57,000 per annum plus £312 Home Worker Allowance per annum

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## **Main Purpose of Job**

As the **Head of HR & People**, you will play a strategic leadership role in managing all aspects of human resources and facilities management across Sands. You will drive the development and execution of Sands' people strategy, ensuring a supportive, inclusive, and high-performing working environment. You will oversee HR operations, policies, recruitment, staff development, employee relations, and health & safety, ensuring alignment with Sands' core values and strategic objectives.

Your leadership will foster a culture of respect, development, and innovation, enabling Sands to attract, retain, and develop a highly skilled workforce, whilst continuously improving HR service delivery.

## **Principle Tasks and Responsibilities**

### **Human Resources Management**

- Lead the HR function, ensuring alignment with Sands' strategic goals and values, and effectively managing HR administration and support across the organisation.
- Provide expert HR advisory services to both staff and management, ensuring consistent application of Sands' policies and legal compliance.
- Oversee the full HR lifecycle, from recruitment to exit, ensuring the highest standards of confidentiality, data protection, and compliance.
- Develop, implement, and monitor HR policies and procedures, ensuring they remain relevant, fair, and in line with current employment law and best practices.
- Collaborate with external HR consultants and employment law advisors to review and update policies as needed.
- Drive the continuous improvement of HR systems and practices, including the HR database, absence management, and payroll processes.

### **Recruitment and Retention:**

- Lead the recruitment process, working closely with managers to ensure timely and efficient hiring while maintaining Sands' commitment to diversity, equity, and inclusion.
- Develop strategies for attracting and retaining top talent, ensuring a seamless recruitment experience and compliance with all legislative requirements.

- Oversee the pre-employment checking process and the successful integration of new hires, including induction programs and probation reviews.
- Manage the administrative processes for employee departures, including conducting exit interviews to gather feedback and enhance retention strategies.

### **Employment Relations:**

- Provide expert and strategic advice to support Heads of Department in managing grievance, disciplinary, sickness, and capability investigations and hearings.
- Coach and mentor line managers on effectively handling complex staffing and employee relations issues.
- Lead and facilitate formal communication and consultation processes with staff and their representatives, ensuring appropriate engagement and participation of managers and employees.

### **Staff Development and Training:**

- Advise and support line managers in the delivery of effective staff performance reviews.
- Identify training and development needs emerging from PDRs, one-to-one meetings, and other feedback mechanisms, ensuring appropriate learning opportunities are commissioned and delivered in line with organisational policies.
- Promote a culture of continuous learning and professional growth across the organisation.

### **Employee Rewards and Benefits**

- Oversee the administration of staff benefits, including the Employee Assistance Programme, liaising with external providers to ensure smooth implementation and ongoing management.
- Ensure the staff pension scheme remains fully compliant with employment legislation, including requirements for automatic enrolment.
- Review and recommend enhancements to the organisation's reward and recognition initiatives to support staff engagement and retention.

### **Facilities, Health and Safety Management**

- Manage Health and Safety budgets, providing regular reports to the Finance team as required.
- Advise managers on Health and Safety issues, ensuring compliance with relevant legislation and the development of robust H&S policies and procedures.
- Ensure appropriate Health and Safety training is delivered and maintained across the organisation.
- Monitor, follow up, and report Health and Safety issues, ensuring timely resolution with relevant personnel.
- Oversee the management and maintenance of leased premises to ensure compliance with Health and Safety standards.
- Support the negotiation and management of property leases in line with organisational needs.

**Line Management**

- Provide effective line management to the HR staff, including setting objectives, monitoring performance, and supporting professional development.
- Foster a positive, collaborative working environment that encourages growth, accountability, and excellence.

**General**

- Undertake any other duties commensurate with the role, as required by the Director of Finance, Data & Resources, Chief Executive, or Board of Trustees.
- Work flexibly and collaboratively with colleagues across the organisation to achieve shared goals.
- Maintain strict confidentiality at all times.
- Adhere to all Sands policies and procedures.
- Undertake all mandatory training as required.
- Participate actively in annual appraisals and personal development reviews.
- Maintain up-to-date awareness of Health and Safety responsibilities relevant to self, department, and the wider organisation.
- Actively promote and embody the vision, mission, and values of Sands.

**Commitment to Equality, Equity, Diversity and Inclusion (EEDI)**

Sands is committed to promoting a culture of equality, equity, diversity and inclusion across all areas of its work. The Head of HR will play a leading role in embedding EEDI principles within our people policies, practices, and culture. This includes ensuring fair and inclusive recruitment, supporting the development of an equitable workplace, and championing initiatives that value the diversity of our staff, volunteers, and the families we support. The post holder will be expected to model inclusive behaviours, challenge bias, and drive continuous improvement in EEDI outcomes across the organisation.

**This job description is not contractual and may be amended from time to time to reflect the changing needs of the organisation.**

# Person Specification

Essential	CIPD qualification at Level 7 (MCIPD) or equivalent	Application and Interview
Essential	Significant experience of working in a Head of HR / People role	Application and Interview
Essential	Proven track record of developing and delivering HR strategies, policies, and reports aligned with organisational objectives	Application and Interview
Essential	Experience in organisational development, staff learning and training design, and delivery	Application and Interview
Essential	Demonstrated experience of introducing and embedding Equality, Equity, Diversity and Inclusion (EEDI) initiatives	Application and Interview
Essential	Experience in HR policy development, implementation, and review	Application and Interview
Essential	In-depth knowledge of UK employment law and its practical application	Application and Interview
Essential	Experience of managing complex employee relations cases including grievance, disciplinary, and capability matters	Application and Interview
Essential	Significant experience of leading organisation-wide change management and transformation projects	Application and Interview
Essential	Experience in developing and implementing reward and recognition initiatives	Application and Interview
Essential	Experience of introducing and promoting staff health and wellbeing programmes	Application and Interview
Essential	Strong working knowledge of HR Information Systems (HRIS), ideally Sage HR or equivalent platform	Application and Interview
Essential	Experience of managing departmental budgets and reporting on financial performance	Application and Interview
Essential	Proven experience of leading, motivating, and developing a team of HR professionals	Application and Interview
Essential	Excellent influencing and communication skills, with the ability to engage effectively at all levels of the organisation	Application and Interview
Essential	Ability to build and maintain effective relationships across departments and with external stakeholders	Application and Interview
Essential	Exceptional attention to detail and accuracy in all aspects of work	Application and Interview
Essential	Ability to manage a demanding workload, prioritise effectively, and meet tight deadlines	Application and Interview
Essential	Excellent organisational and time management skills	Application and Interview
Essential	Sound knowledge of data protection and GDPR legislation as it relates to HR practice	Application and Interview
Essential	Strong analytical and problem-solving abilities with a pragmatic approach to complex issues	Application and Interview

Essential	Confident, assertive, and able to make sound judgements and decisions when required	Application and Interview
Desirable	Experience of, or an interest in, facilities management	Application and Interview
Desirable	Understanding of maternity, neonatal, and healthcare policy and practice across the UK	Application and Interview
Desirable	Empathy with Sands' vision, mission, and values	Application and Interview

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