



Sands
Application Information

Human Resources Officer

August 2024

About Sands

Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We provide bereavement support services both nationally through our Freephone helpline, online community and resources, as well as locally through a network of around 100 regional support groups based across the UK and run by trained befrienders.

Working in partnership with professionals, trusts and health boards, we offer a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

Additionally, we promote improvements in practice and support research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Over the past 45 years, Sands has grown into a national charity with a powerful vision shared by dedicated volunteers, fundraisers, members, donors, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by 40% since 2012 and, as part of our strategic plan, is focusing on how we can make the biggest different to the lives of bereaved families and save babies' lives. To find out more, visit www.sands.org.uk

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, wherever they live in the UK.

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

Sands Staff Benefits

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 Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service 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 has 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.

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

Sands offers support to anyone affected by the death of a baby.

We are looking to recruit somebody who wants to progress their career in Human Resources, and enhance their skills in an extremely interesting and supportive environment. 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.

In this vital role you will undertake a wide range of tasks including co-ordinating the start-to-finish employee recruitment process, ensuring appropriate application of HR policies and procedures, drafting correspondence to staff, maintaining the HR database and responding to a wide range of enquiries from line managers, staff and external stakeholders.

Experience of co-ordinating recruitment processes, using an HR information system and being able to draft a wide range of written communication is essential.

Additionally, you will be able to build effective working relationships with staff and managers across the organisation.

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 to highly numerate and demonstrate good problem-solving ability.

A good knowledge of current data protection and GDPR requirements is required, as is the ability to deal with confidential and sensitive personal data with discretion.

To apply:

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.

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 : 18th September 2024

Interview Date: w/c 30th September 2024

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: | Human Resources Officer |
| Responsible to: | HR & Facilities Manager |
| Location: | Home-based |
| Contract: | Permanent |
| Salary: | £19,793 per annum (£27,710 pro rata) plus £223 Home Worker Allowance per annum (£312 pro rata) |
| Hours: | 25 Hours per week |

Main Purpose of Job:

The Human Resources Officer is an integral part of Sands' HR function which is part of the wider Finance and Resources Team. The post-holder will provide appropriate guidance and support to managers and staff on a range of HR issues, including ensuring that the recruitment and onboarding of new staff is undertaken efficiently.

Principal tasks and responsibilities:

Human Resources

- Maintain and update the Sage HR database with relevant employee data including details of staff salaries, annual leave entitlements, working patterns, equipment issued etc and run regular reports. When required provide training on the HR database to staff.
- Coordinate recruitment processes including arranging interviews, interviewing candidates administration of assessment processes, undertaking pre-employment checks, arranging staff inductions and dealing with enquiries.
- Draft correspondence including appointment letters, contracts and reference requests.
- Plan induction programme for all new staff, liaising with line managers as required, ensuring all new staff have appropriate access to IT systems etc.
- Respond to enquiries on HR issues from staff and managers e.g. annual leave entitlements, providing advice on the interpretation and implementation of HR policies.
- Provide advice and assistance to line managers/ staff on the process for identifying staff learning and development needs arising from annual PDRs, 1:1s etc whilst ensuring compliance with Sands' Learning & Development Policy. Ensure accurate records maintained of all staff training undertaken.

- Provide support to HR & Facilities Manager on Health & Safety issues, e.g. identify potential risks to individual staff member's health & wellbeing, arrange workstation assessments and order equipment as required.
- Carry out regular HR Audits and ensure the organisation complies with requirements of GDPR and relevant data protection legislation.
- Take notes of HR meetings and hearings.

Facilities

- Arrange health and safety inductions for office-based staff
- Book accommodation for staff and provide updates to Finance when required
- Manage online system for booking desk space at London office
- Book meeting rooms for staff and managers as required
- Liaise with external suppliers as required
- Issue office ID cards to new Staff

Other Duties

- Provide general support to the Finance & Resources function as required.
- Undertake any other reasonable tasks as requested by HR & Facilities Manager

This job description is not contractual and may change over time.

Person Specification

| Essential Criteria | Assessment |
|--|--|
| A good knowledge and understanding of employment law and HR best practice | Application, Interview, Written Exercise |
| Excellent communication skills, including the ability to build productive relationships with Sands staff and external stakeholders. | Application & Interview |
| A high standard of written communication skills, including the ability to produce correspondence to job candidates, staff, managers and external stakeholders. | Application, Interview, Written Exercise |
| Experience of using HR database, ideally Sage HR. | Application & Interview |
| Experience of co-ordinating recruitment processes including arranging interviews, conducting pre-employment checks and onboarding procedures. | Application & Interview |
| Experience of using MS Office (e.g. Word, Excel) and MS Teams | Application, Interview, Written Exercise |
| Excellent problem-solving skills | Application & Interview |
| A high level of numeracy | Application & Interview |
| Able to work flexibly on own initiative and have good time management skills. | Application & Interview |
| Able to manage work streams simultaneously and meet deadlines under pressure. | Application & Interview |
| Good planning and organisational skills, with excellent attention to detail. | Application & Interview |
| Able to demonstrate a pro-active approach and solve issues and problems where required, referring to Line Manager where appropriate. | Application & Interview |
| A good knowledge of current data protection and GDPR requirements and legislation. Able to deal with confidential and sensitive personal data with discretion. | Application & Interview |
| Able to promote Sands' vision and values, distinct from any personal opinions. | Application & Interview |
| An understanding of equality opportunities and diversity. | Application & Interview |
| Demonstrates empathy with Sands and its aims. | Application & Interview |

