



Job Advert

Job Title:	HR Manager
Job Reference:	HR/0408/2022
Working Hours:	Full Time, 35 hours per week
Job Extent:	Initially 6 months Fixed Term (until 31 st Jan 2023) with the possibility to become permanent
Salary:	Up to £45,000- £48,000 per annum, dependent upon experience
Location:	Blackheath, London, SE3 0PW (mainly office-based with some flexibility to work from home).
Closing Date:	Thursday 11 August 2022
Interview Date:	Tuesday 16 August 2022

About Morden College

Morden College is a charity dedicated to supporting older people, providing them with residential care and residential nursing care if the need arises. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with 25 days' holiday plus bank holidays, additional holidays for long service, an enhanced pension, free onsite parking, a 24/7 employee assistance programme, life assurance and flexible working. The College actively encourages individuals to expand their knowledge and understanding to the benefit of all parties, and actively supports CPD opportunities through a generous learning and development budget.

About the Role

Working in a stunning environment at Morden College, this is an exciting opportunity for an experienced HR Manager to join a small HR team within an established charity. This is a busy role giving candidates the chance to make a difference and establish influential working relationships to bring the right balance of challenge and support. As HR Manager you will look after two HR Officers and an HR Apprentice and be focused on delivering an excellent service to our managers and staff.

About You

You should have a strong generalist HR background, with proven experience in managerial roles that have responsibility for the full HR spectrum and employee lifecycle. This includes a strong knowledge of UK employment law and demonstrable experience in employee relations, appraising, developing and coaching staff and managers. You must be able to act with discretion and diplomacy whilst maintaining confidentiality.

You must have excellent communication skills, both written and spoken together with tact, patience and empathy, and the ability to influence people and deliver positive results. You must be flexible and highly organised with good administrative skills. You will be self-motivated and able to work under own autonomy or as part of a team. You will be a positive role model and ambassador for Morden College.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 0208 463 8364.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

This post is subject to a Basic DBS check. Vaccination against Covid-19 is desirable.

Due to high volumes of applications, we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

Morden College is an equal opportunities employer