

SIFA fireside

Person Specification HR Lead

SIFA Fireside is committed to inclusive employment practices and we are particularly interested in applications from individuals who have lived experience of the issues our organisations address. We encourage applicants to think creatively about how they can meet the requirements of the person specification. We are looking for talented individuals who align with our values and support our mission – there are no barriers to how you demonstrate this.

Criteria	E- Essential D - Desirable	Assessment		
		AF	I	T
KNOWLEDGE, SKILLS, EXPERIENCE				
Proven experience of leading an HR function in an SME	E	✓	✓	✓
Proven experience of leading an HR function in a voluntary sector organisation	D	✓	✓	
Demonstrable experience of managing HR software in an SME	E	✓	✓	
Demonstrable understanding of working with staff that have lived experience and its implications for effective delivery of an HR function	D	✓	✓	
Hold or working towards CIPD Level 5	D	✓	✓	
Demonstrable understanding of current HR legislation	E	✓	✓	✓
Strong written and verbal communication skills	E	✓	✓	

Proven ability to implement new HR processes	E	✓	✓	
Strong organisation skills and ability to work to deadlines	E	✓	✓	
Understanding of GDPR and associated data protection legislation as it relates to HR.	E	✓	✓	
Proven experience of using an electronic HR management system such as Sage HR	E	✓	✓	
Strong understanding of the impact that working with people with complex support needs can have on the wellbeing and resilience of staff	E	✓	✓	
BEHAVIOURS AND PERSONAL ATTRIBUTES				
Strong communicator, personable and empathetic	E	✓	✓	✓
Proven commitment to SIFA Fireside's vision and values	E	✓	✓	
Ability to work flexibly	E	✓	✓	
Exercises tact and discretion dealing sensitively with challenging situations	E	✓	✓	
Self-motivated, proactive and solution focused	E	✓	✓	
Highly resilient and able to manage the challenges of dealing with complex HR issues	E	✓	✓	
Takes a compassionate and supportive approach to the management of HR.	E	✓	✓	
Acts with a high degree of integrity and takes a person centred approach to supporting staff through the effective implementation of HR processes.	E	✓	✓	

Takes a proactive approach and is able to respond quickly to issues as they arise preventing them from escalating.	E	✓	✓	
SPECIAL REQUIREMENTS Enhanced DBS	E	✓		