

Human Resources Manager Job Description

Organisation Overview

Meningitis Research Foundation is an international health charity headquartered in the UK, driven by a passionate mission to prevent the devastating impact of meningitis. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives. The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

Role Overview

We are seeking a skilled and compassionate HR Manager to join our team and support our mission by overseeing all aspects of human resources management within our organisation.

The successful candidate will be responsible for developing and implementing HR strategies, policies and procedures, ensuring compliance with relevant laws and regulations, fostering a positive work environment, and supporting the professional development of our staff.

This role is important to the charity's success. People are our most important asset, and you will be the one to ensure we have a happy and productive workplace where everyone works to realise our established mission and objectives. Promoting the organisation's values and shaping a positive culture is a vital aspect of the role.

Reporting

This role reports to the Director of Finance and Administration.

Key Responsibilities

1. Recruitment and Onboarding:

- Develop and implement effective recruitment strategies to attract top talent.
- Coordinate the hiring process, including job postings, interviews, and offer negotiations.
- Facilitate smooth onboarding processes for new employees, including orientation and training programs.

2. Employee Relations:

- Advise employees and management on HR-related matters.
- Handle employee inquiries and concerns, providing guidance and resolution as needed.
- Conduct investigations into employee complaints or disciplinary issues and recommend appropriate actions.
- Nurture a positive working environment.

3. Performance Management:

- Oversee the performance appraisal system, including goal setting, performance evaluations, and feedback mechanisms.
- Provide support and training to managers on performance management best practices.
- Identify opportunities for employee development and career advancement. Assess and monitor training programmes.

4. Policy Development and Compliance:

- Improve and maintain HR policies, procedures and initiatives in accordance with legal requirements and organisational strategy.
- Ensure compliance with relevant employment laws and regulations.
- Keep abreast of industry trends and best practices in HR management.

5. HR Administration:

- Maintain accurate employee records, including personnel files, absence records and HR databases.
- Prepare and analyse HR metrics and reports to inform decision-making and identify areas for improvement.

Qualifications

- Bachelor's degree in human resources management or a related field. CIPD certification is essential.
- Proven experience in HR management, preferably in the charity sector or a similar non-profit organisation.
- Strong knowledge of UK employment laws and regulations.
- Excellent communication and interpersonal skills, with the ability to build effective working relationships at all levels of the organisation.
- Demonstrated ability to handle confidential information with discretion and integrity.
- Solid organisational and time management skills, with the ability to manage multiple priorities and deadlines.
- A proactive and solution-oriented approach to problem-solving.
- Commitment to the mission and values of our organisation.

This is an exciting opportunity for an experienced HR professional to contribute to the success of our charity and make a meaningful impact in the lives of others. If you are passionate about HR and dedicated to supporting our mission, we encourage you to apply.

Meningitis Research Foundation is an equal opportunities employer. We welcome applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, disability, religion, or age.

Location

Office based in Bristol.

Annual salary

£37,000 to £40,000 per annum, depending on qualifications and experience, including 2% employee pension contribution + 6% employer pension contribution. Salary is paid in arrears on or around 25th of each month.

Contract Type

Permanent.

Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

Annual Leave

25 days annual leave and statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.

About Meningitis Research Foundation (MRF)

Over the past 30 years MRF has developed into the world's leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Our flagship work includes:

- Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](#).
- Running the [Confederation of Meningitis Organisations](#) (CoMO) which represents over 125 like-minded members in more than 50 countries.
- Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](#), now used over 50,000 times in more than 100 countries.
- Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.
- Providing a secretariat support function for the [Global Meningitis Genome Partnership](#) building on the establishment of the Global Meningitis Genome Library.
- Delivering an internationally renowned [research conference](#) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
- [Funding research](#) into meningitis, especially related to genomics and the lifetime impact of meningitis.
- Providing a world class website and support service that has over 2 million uses each year.

Our values

Our values are extremely important to us and mean far more to us than words on a page.

We are evidence-led.

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity.

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the

best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination.

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

We are a passionate advocate.

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress.

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion.

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

More information can be found on the MRF [website here](#).

About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher risk than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world's second biggest infectious killer of children aged under 5. They kill more under 5's than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say "Please make sure no one else has to go through what we have".