



JOB DESCRIPTION

Title:	HR & Volunteer Manager
Salary Scale:	£14,400 (based on £24k) plus up to 4% matched pension
Hours:	Part-time, 21 hours per week (three days)
Report To:	Chief Operating Officer
Place of Work:	Taunton

Context and Main Objectives of Post

An exciting new opportunity in a progressive mental health charity affiliated to National Mind. We are looking for a highly motivated, resilient self-starter to fill this new post managing the HR and volunteer function for Mind in Somerset.

Reporting to the COO, you will bring:

- broad, generalist HR experience;
- book-keeping (Sage) and payroll experience,

along with a can-do attitude to ensure an efficient and effective HR service through working in partnership with the service managers and the Management Team.

You will also be responsible for co-ordinating training, support and guidance for our volunteers.

The successful candidate will be rewarded with a competitive salary, generous annual leave entitlement, a great central location 5 minutes from Taunton shops and committed, talented colleagues.

Principal tasks and responsibilities

1. To lead the organisation's HR function (paid employees and volunteers);
2. To deputise for the Finance Manager;
3. To process payroll and expenses.

Strategic

1. With the Chief Executive and the Board, to develop the organisation's strategic and operational plans and policies and to contribute to the achievement of the key aims of the Strategic Plan.
2. To develop Mind in Somerset's public profile with volunteers.
3. To keep the voice of service users and others affected by mental health problems or a learning disability at the centre of the organisation's work

and vision.

4. To assist the Chief Executive and Board in developing new projects and business opportunities for the organisation.
5. To keep up to date with new developments in the fields of mental health and ensure that the organisation can respond rapidly to them.
6. To ensure that the vision, strategic aims, ethos and values of Mind in Somerset are achieved and services are delivered to high professional standards.

Operational

1. To support development of best HR practice within the organisation, including the development of a succession plan for key staff.
2. To oversee the effective use of volunteers.
3. To develop collaborative and modern ways of working.
4. To record and facilitate others' training and professional development.
5. To provide finance support to the Treasurer and Finance Manager.
6. To process payroll and expenses.
7. To manage petty cash.
8. To process some donations including Gift Aid.
9. To order stationary.
10. To process leave.
11. To manage DBS checks.

General

1. To maintain the required level of confidentiality.
2. To ensure that all staff, customers, partners, volunteers and users of the Charity services are respected and valued.
3. To uphold the commitment of the organisation to equality and diversity.
4. To undertake any other duties (requiring similar skills as those for all of the above) as required by the Chief Executive of Trustees from time to time.