#### People Manager

**Salary: £38,000 - £45,000 plus benefits package**

**Starting salary is dependent on qualifications and experience.**

#### 37.5 hours per week (Hybrid working).

**About The Outward Bound Trust**

For over 80 years, Outward Bound has unlocked potential in young people. We are an established, respected, and loved charity, with strong support. It is a fantastic, dynamic, and purposeful organisation to work for. Ask anyone who works for us – they will say it is the happiest and most fulfilling workplace!

**The job (in a nutshell)**

At Outward Bound we operate a devolved People function; this means that our managers are responsible for (most of) the People related processes across the organisation. This role will work in partnership with those managers, building skills and confidence and offering sound People related advice and guidance.

You will also identify gaps in knowledge and experience across the Trust, creating and delivering training on a variety of topics to help to educate others in our People practices. From grievance to disciplinary to long term sickness, and everything in between. You’ll be their first call, you will guide them through the necessary process and documentation, to ensure that the employee experience is consistent with our policies and within the law.

You will also regularly visit our sites and offices, to deliver training and develop effective relationships.

Naturally this role also involves supporting your colleagues within the People team, and undertaking a variety of tasks and projects that assist in delivering our People and Trust-wide strategies.

**Who we’re looking for**

In our small People team we’re passionate about our people. If we can make working at Outward Bound a great experience for our people, they can then give their best to the young people who attend a life changing course with us.

What you bring to this role in terms of your personality and enthusiasm is just as important as your qualifications; how things are done and your ability to problem solve, influence others, and take people with you.

**Your experience:**

* You will be CIPD Level 5 + qualified.
* You will have first-hand experience in an HR advisory role
* You’ll be organised with excellent attention to detail, a good eye for developing systems.
* You will be able to build effective relationships with key people within and outside of the organisation and inspire confidence.
* You will have excellent technology skills, using PowerPoint, Outlook, Word, Excel and HR specific databases (and we will provide training on our OB specific HR system)..
* You’ll be happy to be accountable, work unsupervised and with your own initiative.
* You can problem solve and come up with workable/practical alternatives to challenges.
* You will be flexible and able to prioritise workload, working at speed to get things done.
* You will be innovative, always looking for ways in which we can improve.
* You will have strong analytic skills to identify trends and gaps in our data, to help guide our decision making
* You’ll be naturally collaborative and curious.
* Your previous experience working in either the outdoor sector or the charity sector would be an advantage but is not essential!

In this role you need to be able to travel regularly (roughly two or three times per month) and due to the location of our sites you will need to be able to stay overnight.

**Salary and benefits for People Manager**

**Salary**: £38-£45k dependant on experience

**Benefits:**

* Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days.
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date.
* Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
* Personal Accident Insurance while at work or commuting.
* Health Cash Plan with Medicash: on application after completion of probation; taxable benefit.
* Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
* 8 weeks’ sick pay at full salary in any 12 months.
* Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount.
* Discounted course fees for family members.

**Plus!**

* Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

#### *We know that the* [*confidence gap*](https://www.theatlantic.com/magazine/archive/2014/05/the-confidence-gap/359815/) *and* [*imposter syndrome*](https://www.braintreepayments.com/blog/overcoming-imposter-syndrome/) *can get in the way of meeting spectacular candidates, so please don’t hesitate to apply — we’d love to hear from you.*