



Liberty

Head of HR

c£55,000 (FTE)

Part time (2-2.5 days per week)

Hybrid – At least 2 days per fortnight in the office, worked flexibly in line with in-person meeting requirements.

Liberty is an independent campaigning organisation. It challenges injustice, defends freedom, and campaigns to make sure everyone in the UK is treated fairly.

Liberty is a small organisation, which punches above its weight, delivering its work through a team of around 35 employees. We are looking for a Head of HR who brings strong leadership and management skills in addition to hands-on day-to-day delivery to support high-performing teams.

Your remit will be to work with the HR Officer to provide responsive, problem solving and supportive HR service to managers across the organisation and to work alongside, support and advise the Senior Leadership Team to develop and deliver a strong HR strategy embedding best practice and continuing to build a positive, inclusive and high-performing culture strongly aligned with Liberty's values.

We are looking for someone who enjoys working at both a strategic and operational level, who enjoys implementing effective systems, and embraces the opportunities and challenges of embedding values-led, anti-oppressive principles within a progressive organisation.

The successful candidate is likely to be qualified or QBE, have a good grasp of HR employment law, have experience of taking an organisation through transformational change and enjoy working with managers to get the best out of their teams.

Closing date: Midnight, Sunday 19th October

First interviews: 3rd November

Final interviews: 13th November

Apply online www.nfpconsulting.co.uk

Application is by way of CV with a Supporting Statement.

Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:

- Why you are interested in this job

- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give ***specific examples*** to demonstrate how you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.

If you do not follow these instructions your application is unlikely to be short-listed.

Job description

POSITION DESCRIPTION	
Position title:	Head of HR
Position reports to:	Reports to Finance and Operations Director
Direct Reports	HR Officer
Employment status:	Permanent
Salary:	c.£55,000 (FTE)
Hours:	14-17.5 hours per week (0.4-0.5 FTE) worked over a minimum of 3 days.
Location:	Hybrid – At least 2 days per fortnight in the office, worked flexibly in line with in-person meeting requirements.
Closing date for applications:	Midnight, Sunday 19th October
Interview dates:	First round (online) 3 November 2025 Second round (in person at our Westminster office) 13 November 2025 For candidates who are successful at first round, there will be a written task to be undertaken between the first and second interview which should take 2-3 hours.

Head of HR – Context for the recruitment

Liberty has a staff team of around 35 people. The purpose of this role is to lead a small HR team to provide a responsive problem solving and supportive HR service to managers across the organisation and to work alongside, support and advise the Senior Leadership Team to develop and deliver a strong HR strategy embedding best practice while continuing to build a positive, inclusive and high performing culture strongly aligned with Liberty's values.

This role would suit an individual with significant senior HR leadership experience who is looking for a flexible part-time role. We are looking for someone who has spent some of their career working within progressive organisations. The individual will deliver HR strategy and solutions in high performing teams, and balance compliance with a courageous attitude towards embracing the opportunities and challenges of embedding values-led, anti-oppressive principles within an organisation.

Strategic HR leadership

- To support the Senior Leadership Team to develop and deliver the HR strategy and to build a positive, inclusive and high performing culture strongly aligned with Liberty's values.

- To lead and deliver on all HR functions, ensuring legal compliance and best practice in people management is embedded in our processes, policies and practices.
- To work closely with all managers to assess and anticipate HR-related needs.
- To write, implement, review and improve HR policies, procedures and systems appropriate for an organisation of our size, working closely with SLT, the Union, and Affinity Groups as relevant.
- To embed values-led equality, diversity and inclusion (DEI) practices into all aspects of our HR processes.
- Keep up to date with developments in HR best practice, UK employment law and other regulatory compliance areas, advising the Senior Leadership Team and managers on compliance areas and making recommendations as needed.
- To facilitate and provide HR advice on organisational change processes.
- To oversee Liberty's compensation and benefits strategy, ensuring the organisation is able to recruit and retain the best talent while reflecting its not-for-profit purpose.
- To provide regular written updates and reports to the Board.

Employee Relations and Performance Management

- To provide best-practice and consistent advice and support on employee relations issues including absence, grievances, disciplinary matters, and performance, leading on obtaining legal advice where required.
- Lead on providing hands-on operational HR support across the full employee lifecycle, supporting colleagues to deliver assigned tasks.
- Supporting SLT with Union consultation and negotiation as required.
- Championing awareness and adherence to all HR policies and procedures.
- Where appropriate attend and minute HR meetings.
- Develop knowledge, training, tools and support for effective performance management

Learning and Development

- Promote a culture of continuous improvement and professional development.
- Working alongside the Finance and Operations Director, and with the HR Officer, design and deliver the annual staff training plan, including cost-effective options for addressing development needs.
- Identify training and development needs and support learning plans.
- Co-ordinate and where appropriate deliver regular sessions as part of the ongoing management training/refresher programme.

HR Administration and Compliance

- Work with the HR Officer to oversee all HR systems, processes and documentation, maintaining accurate, compliant and confidential HR records.

- Lead on the maintenance, development and improvement of all HR policies and processes, ensuring they remain compliant within UK employment legislation and undergo regular and timely reviews.

Evaluation

- Oversee the continuous evaluation and learning environment for all HR practices, highlighting trends and making recommendations for improvement.
- Overseeing the delivery and analysis of the annual staff survey, ensuring recommendations are integrated into HR workplans and delivered

Leading the HR team and contributing to the wider management team

- Provide regular, effective and personalised leadership and line management to the HR Officer. Ensuring they are empowered, informed and well-supported to deliver their individual and collective objectives. Supporting them to develop in their role and build their experience and expertise.
- Take an active role in the maintenance of a positive and effective workplace culture
 - Maintain a strong focus on what's needed to facilitate exceptional delivery
 - Clearly communicate organisational direction and change
 - Provide timely and constructive feedback to new initiatives and reviews including working with those you line manage as needed to collate and offer solutions-focused feedback to issues

Other

- Act as deputy Designated Safeguarding Lead.
- Deputise for the Finance and Operations Director or HR Officer on payroll as required.
- Support the implementation of employee wellbeing and engagement initiatives.
- Develop relationships with peers in similar organisations to maintain an exposure to sector challenges, best practice and solutions.

Person Specification

SELECTION CRITERIA		Essential	Desirable
Knowledge & experience	CIPD Qualification (Level 7) or equivalent, demonstrable experience at senior level (QBE)	Yes	
	Excellent knowledge of UK employment legislation, human resource management principles and best practice combined with the ability to adapt these and make them fit for purpose in a value-led organisation	Yes	
	Experience of supporting senior management teams on strategic HR and organisational culture matters.	Yes	
	Experience of devising and implementing policy, procedures and process improvements	Yes	
	Experience of handling complex employee relations matters	Yes	
	Experience of having developed or embedded anti-oppressive/DEI into HR policies and practices	Yes	
	Experience of leading staff learning and development processes, including sourcing external training.		Yes
	Understanding of taxation as it relates to payroll and employee benefits and experience of operating payroll		Yes
Competencies	Ability to lead, engage and influence and build trust at all levels of the organisation. Empathetic, approachable and discreet.	Yes	
	Highly developed written and oral communication skills able to write simple, jargon-free policies and to explain complex policy / legal points clearly	Yes	

	Strong evaluation skills, including an ability to interpret statistical information.		Yes
	Highly effective interpersonal skills, in order to develop and maintain effective working relationships at all levels and to demonstrate tact and discretion when dealing with sensitive issues	Yes	
	Proven ability to juggle multiple tasks and competing priorities within a fast-paced environment	Yes	
	Strong judgement, based on sound experience and technical knowledge	Yes	
Values	Commitment to Liberty's anti-racist, disability-positive, trans affirming status	Yes	
	Commitment to human rights and Liberty's mission, values and cross-party, non-party status	Yes	
	Commitment to building a fair, compassionate and diverse working environment	Yes	

How to apply

Apply online www.nfpconsulting.co.uk

For an informal conversation about the role please contact Vikki Park to arrange an appointment with Carroll Lloyd, Director of NFP Consulting: vikki.park@nfpconsulting.co.uk

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Accessibility

Please let us know if you have any specific requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not affect the selection process.

Positive Action

Liberty are committed to pursuing a diverse and inclusive workforce and are trialling a [Positive Action](#) approach to our recruitment and selection process. Positive Action allows employers to take action to minimise disadvantages that groups with particular protected characteristics face in the workforce.

In addition to anonymous application forms, some of the new ways we are attempting to level the playing field is by introducing the Guaranteed Interview Scheme and Anonymous First-Round Interviews.

Guaranteed Interview Scheme

The Guaranteed Interview Scheme will expand on our commitments as a [Disability Confident Employer](#) to offer an interview to an applicant who declares they have a disability and meets the minimum essential requirements.

Liberty's Guaranteed Interview Scheme is therefore applicable to individuals who identify as:

- Disabled
- A member of the Global Majority (people from Black, Asian, Mixed, and other ethnic groups who are often racialised as 'ethnic minorities')
- A member of the LGBTQ+ community

AND

- Scores above the median score for the role

You can take part in the Guaranteed Interview Scheme by indicating that you are a member of one of these communities by emailing office@nfpcconsulting.co.uk and agreeing to participate. If you have opted into the interview scheme and your application scores above the median score for that role, you will be considered for an interview if you were not in the top scoring candidates that would otherwise go forward. This information you share is not shared with Hiring Managers at the shortlisting stage, and details of the group(s) in which candidates identify will not be shared; however applicants are made aware that it is not possible to prevent those involved in the shortlisting process from being able to identify candidates who have been offered an interview specifically under the scheme.

We are committed to taking a positive action approach and providing interview opportunities for strong applicants who are historically marginalised in recruitment and so will guarantee an

additional 2 interview spaces for those that identify as having one of the protected characteristics within the scheme and who score the highest.

(This will not affect how we shortlist for the original interview spaces which is conducted anonymously and based on the highest scores in the pool. The 2 extra interview spaces offered as part of the inclusive interviews scheme will be in addition and so will not put any other applicant outside of the scheme at a disadvantage.)