

Job Title	People Development Officer
Location	This role will be based at 21 Freeman Street. There may be a requirement to travel between all YMCA Humber locations and partners.
Job Purpose Statement	This is a key role focussing on skills development within YMCA Humber, working alongside staff, volunteers, and residents. Key accountabilities are: <ul style="list-style-type: none"> - The recruitment of staff and volunteers. - Leading the delivery of a diverse training programme for staff, volunteers, and residents. - Ensuring our people systems and policies are up to date and developing our staff engagement initiatives.
Internal Relationships	This role requires relationships, both face to face and via email, across the whole of the organisation.
External Relationships	This role requires relationships to be developed with a diverse range of external stakeholders including – <ul style="list-style-type: none"> - Training and development providers - Other YMCA’s - Community groups - Recruitment specialist.
Accountabilities	<p>Communications and Relationships</p> <p>Recruitment of staff and volunteers</p> <ul style="list-style-type: none"> - Coordinate all our staff and volunteer recruitment activity - provide support to recruiting managers and applicants to ensure a smooth, well communicated process and that we recruit the right person for the right role at the right time. - Lead the development, delivery, and regular review of our induction process, ensuring it is fit for purpose. - Support the conclusion of the employment/volunteering journey with appropriate exit processes and identification of improvement areas. <p>Leading the delivery of a diverse training programme for staff, volunteers, and residents</p> <ul style="list-style-type: none"> - Identify learning and development requirements. - Leading the design and delivery of a diverse training programs and workshops for staff, volunteers, and residents - Design course evaluations and provide evaluation reporting, promoting organisational understanding of the impact of learning interventions and programmes. - Research, source and engage external training providers to support identified development requirements. <p>Developing staff engagement initiative</p> <ul style="list-style-type: none"> - Manage the annual staff engagement survey and implementation of agreed actions. - Support the development and implementation of improvement items identified at the staff forum.

	<ul style="list-style-type: none"> - Identify engagement and well-being best practice and determine how these can be developed within YMCA Humber.
	<p>Financial</p> <ul style="list-style-type: none"> - Managing training activities within the agreed expenditure budget. - Ensure any spend is approved by the relevant person as outlined within the Association's financial policies.
	<p>Information systems</p> <ul style="list-style-type: none"> - Produce timely data, to support our reporting to the board and to support the identifying areas for improvement. - Oversight of our People system (currently Breathe HR), ensuring accuracy of data and timely reporting. - Use internal YMCA Humber Association IT systems to support day-to-day delivery of the role.
	<p>HR and Training</p> <ul style="list-style-type: none"> - Provide support to managers across the whole spectrum of people related casework, including attendance management, discipline, grievance, etc. - Attend regular 1;1's, team meeting, reflective practice sessions and supervision with your line manager. - Undertake training to carry out role and enhance skills required to develop within role. - Take an active lead in personal development activities to enhance role performance.
	<p>Policies and strategies</p> <ul style="list-style-type: none"> - Ensure all people policies comply with legislation, are up to date and accessible to all. - Ensure your working practice complies to all the Associations policies and procedures. - Provide input into YMCA Humber policies as requested by line manager.
	<p>Planning and Organisation</p> <ul style="list-style-type: none"> - Operate on a horizon of up 3 months to support recruitment campaigns and training sessions. - Plan own work schedule to support given targets. Flexibility to make decisions to ensure effective completion of assigned tasks
Freedom to act and decision making and analytical skills	<ul style="list-style-type: none"> - This role works under the guidance of the Senior Leadership team and has no requirement to work outside of the association's procedures. - Judgements involving a range of facts or situations, which require analysis or comparison of a range of options to provide a recommendation.
Safeguarding and confidentiality	<ul style="list-style-type: none"> - Ensure any potential safeguarding issues are highlighted, actioned and/or reported as soon as possible. - Ensure all client information remains confidential and is processed in accordance with the General Data Protection Regulations 2018.
Emotional effort	<p>This is a People Development role which requires limited emotional effort.</p>
Other requirements	<ul style="list-style-type: none"> - Flexibility to work across multiple locations as we introduce similar projects in the Humber region



	<ul style="list-style-type: none"> - Undertake any other duties as may from time to time be required which are commensurate with the post. - Conduct yourself in line with the general standards of conduct and behaviour which include awareness of risk, health and safety at work, data protection and embracing the cultural diversity of all colleagues and customers. - Commitment to the YMCA Humber vision, values and Christian ethos
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Experience and Qualifications required for the role.

<u>Minimum Qualifications</u>	<u>Experience and Skills</u>
<p>Minimum Level 3 Training or HR qualification coupled with at least three years' experience.</p> <p>A current UK driving license would be desirable for this role.</p> <p>This role requires an enhance DBS disclosure.</p>	<p>Experience Required -</p> <ul style="list-style-type: none"> - Facilitating, designing, and delivering training. - Seeking out information and researching options - Writing HR, recruitment and learning and development policies and procedures. - Managing people and training systems and platforms for accessing inputting and compiling data. - Using Microsoft Word, Excel, PowerPoint and Outlook, and the use of remote meeting tools. <p>Skills required -</p> <ul style="list-style-type: none"> - A proactive problem solver. - Driven self-starter, comfortable with working alone and as a proactive team member. - Effective communicator, influencer, and relationship builder, with strong written communication skills. - Ability to prioritise work and manage own diary. - A demonstrable commitment to equality, inclusion, and diversity.