

## FareShare

### Job Description - Head of Human Resources

<b>Reporting to:</b>	Director of Finance & Resources
<b>Location:</b>	Deptford, London - Currently Remote
<b>Contract:</b>	Permanent
<b>Hours:</b>	35 Hours, Full Time
<b>Salary:</b>	Dependent on experience and knowledge within the pay band for Head of role £48,000-£66,300 per annum

#### About FareShare

FareShare is the UK's national network of charitable food redistributors, made up of 18 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. During 2020, we redistributed 113 million meals through our FareShare Regional Centres and our retail surplus model FareShare Go, reaching over 1 million people.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first.

The COVID19 pandemic has shone a spotlight on the issue of food insecurity in the UK and with it, FareShare's ability to get food to vulnerable communities nationwide. We are fortunate to benefit from the support of major retailers, the media, sports ambassadors and a groundswell of public engagement. As a result, there has never been a more exciting time to join an organisation at the heart of public consciousness.

#### FareShare Strategy & Vision

**Vision:** We have the vision of a UK where “No good food goes to waste”.

**Mission:** To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

**Our Purpose:** We are doers. We are a community. We change lives.

**Our Values:** **Passion** - for our cause and the challenge that lies ahead  
**Ambition** - to go the extra mile and drive the change that must happen

**Respect** - for ourselves, each other, our volunteers, our partners and our beneficiaries

**Collaboration** - it's only by working with others that we can be stronger

**Focus** - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

## The role

FareShare has set a new strategy in place to make sure we maximise our mission in the years after the pandemic. Core to this is to get more food to where it is needed, and this requires us having an amazing team in place. This is why investing in our people is at the heart of this strategy and why having an experienced and ambitious Head of HR is such a key appointment for the whole organisation. This is a chance for the right person to be given the resources to deliver a career defining impact.

The Head of HR, is responsible for leading the HR function to support FareShare in the next stage of its strategic growth. This is an exciting and challenging role for an experienced HR professional with a track record of transformational change as FareShare looks to re-evaluate and rebuild their HR function. The Head of HR will be responsible for shaping and implementing the HR and L&D strategy, designing, developing and delivering best practise HR solutions to meet the current and future needs of FareShare. The primary focus will be to partner with the Senior Leadership Team and lead the HR function that is consistent with FareShare values, mission, and strategic priorities, and to ensure FareShare has the right talent and capabilities in place to deliver our ambitious targets to 2024.

The successful candidate will be creative and have a demonstrated track record of driving the innovation, implementation and optimization of best practices in HR Management, retention, and to identify, attract and hire the best talent for FareShare. Reporting into the Director of Finance and Resources, the job holder will be working closely with the Senior Leadership Team to implement and deliver the People strategy over the next 3 years.

## Responsibilities of a Head of role

Fundamental to this Head-Of position is a recognition of the expectations for senior leadership. A Head-Of is a significant position of leadership within FareShare, and has shared responsibility, among our community of senior leaders, for the short-term delivery of annual work plans and cross-departmental management and coordination. In this way contribute significantly to the long-term success of FareShare.

A Head-Of is expected to create and execute a departmental plan which achieves the desired outcomes of the role, with support from the team Director, but with a degree of responsibility to achieve results without close supervision. As such, proactivity and team leadership are required, with an ability to create and communicate a compelling and concise plan. It is also

expected that a Head-Of can balance a number of competing demands for their time, from delivering effective leadership and line management of their team, to functional expertise of their specific role, to the ability to understand the wider landscape in which we operate, (both within and external to FareShare), and the ability to cut through the background ‘noise’ to prioritise which tasks should, and should not, be the key tasks on which to focus.

### Main areas of responsibility

- Evaluate, improve and communicate HR and Talent acquisition/development function that delivers high quality results and builds FareShare brand.
- Provide first class policy advice and guidance to our people managers, deliver a customer focussed shared service function, including payroll.
- Develop and lead training for managers.
- Delivery of the 3-year People Strategy.
- Establish and provide KPIs metrics and analytics.
- Develop and execute L&D strategy
- Coach, mentor and develop a high performing HR team.
- Driving strategies on diversity, inclusion and safeguarding

### Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role

#### Essential Criteria

- Significant (at least 5 years ) Senior Level Human Resource & Organisational Development experience and expertise in all areas of HR competence, including an understanding of and commitment to equality and diversity
- Proven years’ experience leading in a Human Resources function
- In depth knowledge of best practices and latest trends in talent acquisition and development
- Excellent communication skills to be able to take the organisation on the people journey you will define and lead
- Demonstrated ability to manage multiple projects with competing priorities
- Proven experience partnering and communicating people strategy to internal and external stakeholders
- Proficient in Microsoft Office Suite, Google Suite, and HRIS systems
- Prior experience developing and improving the functionality of HRIS or ATSystem

- Must have excellent analytical, organisational, verbal, written, and communication skills
- Demonstrated ability to maintain and build relationships with employees at all levels
- Demonstrable experience in developing and improving diversity and inclusion strategy
- Demonstrable experience of developing and meeting targets and KPIs
- CIPD Level qualified 5, 7 or equivalent experience
- A background that ideally includes experience within multi-site environment
- Financial and budget planning, monitoring evaluation, reporting and management
- Developing employee engagement within non-profit and complex organisations, or equivalent
- Change management experience

### Person specification - Desirable

- Delivery at scale in a growing organisation
- Experience of working with and presenting to Senior Leadership Team
- Experience within the humanitarian, charity or development sector would be highly advantageous but is not essential
- Experience of working in a fast-paced environment
- Coaching approach to leadership and team development
- People Management experience
- Human Resource Management Degree, or equivalent experience
- Experience in Developing Strategy around Culture and Values desirable

### Competencies and behaviours

- A commitment to Equal Opportunities
- Alignment with FareShare's values, mission and approach
- Versatile, adaptable and enthusiastic approach
- Knowledgeable with strong ability to provide strategic advice at an organisational level
- Proven ability to develop and maintain good working relations, with both internal and external stakeholders
- Experience of supporting organisational growth and change
- Flexibility and ability to work well as part of a team and alone
- Commitment to the principles of diversity and inclusion

For any further questions on this please email [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk)

## Application Process

If you would like to apply for this role, please send a copy of your CV and a supporting statement showing how you meet the essential experience outlined in the person specification to [recruitment@fareshare.org.uk](mailto:recruitment@fareshare.org.uk)

Closing date for receipt of applications is 31<sup>st</sup> October 2021

Interview will take place week commencing w/c 8<sup>th</sup> November 2021