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| **Job Title** | HR & Governance Manager (Maternity Leave Cover) |
| **Salary** | £35,000 - £39,000 per annum |
| **Leadership Level** | Level 3 |
| **Responsible to** | Chief Operating Officer (Level 5) |
| **Key External Partners** | Sport England; Companies House; Charity Commission; Active Partnerships National Team; Pension Provider; IT & Digital Systems Providers; Insurance Provider; Landlords; Recruitment Agencies; Accreditation Organisations; Other Providers/Suppliers |

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| **Purpose** |
| To take a lead role in the management of Rise’s:1. human resource management systems, policies and procedures, including establishing, managing and improving effective recruitment, induction, probation and offboarding processes, and ensuring Rise’s commitment to employee wellbeing, equality, diversity, inclusion and safeguarding permeates across the business; and
2. governance practices and processes, ensuring compliance with Sport England’s Code for Sports Governance and other regulatory matters (including health and safety, safeguarding and data protection).

To provide advice and guidance for line managers in relation to HR approaches, policies and procedures.To provide HR and governance support to enable the successful delivery of Rise’s objectives, including, inter alia, the management of the Business Support Officer (HR & Governance).To be the lead contact for Rise with the national Active Partnerships team in relation to Rise’s Sport Welfare Managers, and undertake their day-to-day line management, providing them with support, guidance and challenge.To establish, maintain and seek to continuously improve HR and governance systems and processes, as well as control mechanisms, to support the smooth running of the organisation and ensure compliance with Rise’s policies and procedures, as well as industry best practice. |
| **Key Themes & Responsibilities** |
| 1. To take a lead role in establishing, managing and improving effective recruitment, induction, probation, offboarding and any wider human resource management processes, including advising line managers in relation to HR approaches, policies, procedures and processes.
2. Oversee the maintenance of an accurate and up-to-date HR database containing detailed information about all of Rise’s employees.
3. Ensure accurate and up-to-date personnel files are held for each employee, ensuring all relevant paperwork (e.g. induction, probation, sickness, offboarding, contract extensions, maternity/paternity leave etc) are produced and filed in a timely manner, and supporting line managers across Rise to implement their HR responsibilities related to such processes.
4. Ensure all relevant systems and equipment are available for new starters and are removed for departing employees (e.g. IT needs), including overseeing DBS checks as required.
5. Ensure Rise’s policies and procedures as they relate to HR, health and safety, safeguarding, data protection and cyber security etc are compliant with current legislation and reflect industry best practice, and lead the successful implementation of such policies across the business.
6. Provide leadership for HR and governance to Rise, including:
7. supporting the effective management and operation of pensions and other related systems;
8. liaising with the IT provider, insurer, annual leave provider and landlords to ensure high quality and appropriate systems, processes and support are in place and are providing best value for Rise; and
9. supporting the administration, drive and actions associated with the Board Equality, Diversity and Inclusion Committee and other relevant senior level meetings as required.
10. Manage the Sport Welfare Manager team, ensuring that they are connected into the national programme, NGBs, local strategic agencies as well as supporting community organisations and sports clubs locally.
11. Provide leadership, direction and motivation to the post’s direct reports, enabling each team member to grow and develop in their roles.
12. Take responsibility for the organisation’s Diversity and Inclusion Action Plan and Safeguarding Action Plan, and contribute to an inclusive working environment where diversity is valued and each team member is able to contribute to, promote and uphold equality, diversity and inclusion and safeguarding through everyday actions. This includes leading an internal team to meet the obligations associated with Rise’s safeguarding children and adults standard requirements.
13. Ensure the organisation complies with Sport England’s Code for Governance and other regulatory matters, including requirements related to Companies House and the Charity Commission.
14. Liaise with the Empowering People Development Managers to ensure that a robust training plan is in place for Rise employees, including overseeing the achievement of relevant related awards, accreditations and standards that will support employee health and wellbeing, recruitment and retention.
15. Contribute to an inclusive working environment where diversity is valued and each team member is able to contribute to, promote and uphold equality, diversity and inclusion through everyday actions.
16. Any other duties as required, commensurate with the grade and remuneration of the post.
17. To attend training and development opportunities relevant to the post and/or self-development objectives.
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| **Number of Reports** |
| Direct Reports: 4Indirect Reports: 0 |
| **Practical Requirements** |
| The post holder must:* Operate firmly within the charity’s Behaviour Framework at all times.
* Be a leading advocate for the benefits that physical activity and sport can play in developing communities and individuals.
* Ensure compliance with Rise’s internal procedures and all legal requirements.
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Last updated: *June 2025*

Date of next review: *June 2026*