



**Carers FIRST**  
FIRST Choice for Carers

**Job Title:** Human Resources Manager  
**Salary:** £34,000 - £36,000 per annum. depending on experience  
**Contract:** Permanent  
**Hours:** 37 Hours per week  
**Location:** Remote working with a base in one of the Carers First offices

At Carers First, we understand that caring can be hard, but believe getting the right help shouldn't be. We work directly with and for, unpaid carers to provide personalised information, advice and support. Making it easier for those caring for someone else to continue living their lives to the fullest.

Our work has never been more important as we support increasing numbers of carers during the pandemic. We are looking for an experienced HR professional to join our management team and to lead on all aspects of our people agenda across the charity, as Human Resources Manager.

Carers First has grown significantly since it was established in 1991 and we currently have 140 employees. This is a fantastic opportunity for an experienced HR practitioner to lead a small team, partnering with our leaders across London, South East and Eastern England.

We are looking for someone with a proven track record as an HR generalist, who can show experience in managing day to day operational HR activities, of developing HR policies and systems, as well as examples of leading change initiatives. Effective communication, engagement and stakeholder management skills are key. You will be a member of the CIPD and qualified to Level 5. You'll inspire confidence as you lead our HR function, have strong resilience and be proactive in your approach.

In return, you'll be part of a charity that really values and recognises its staff, carers and volunteers for the incredible value they bring. The majority of time you will be working remotely and will have a base in one of the Carers First offices. Some travel will be required. We offer flexible working options, training and development to help you grow your career, good annual leave entitlement, access to our work-place pension, employee assistance programme and a Benenden Healthcare package.

This post reports to the Chief Executive, Alison Taylor. If you would like to have an informal discussion about the role, contact her via [alison.taylor@carersfirst.org.uk](mailto:alison.taylor@carersfirst.org.uk). Alternatively, you can visit our website, [www.carersfirst.org.uk](http://www.carersfirst.org.uk) where you will also find a copy of the job description and person specification.

If you think this is the right role for you then please email your CV and a Supporting Statement (maximum of two A4 pages,) to [recruitment@carersfirst.org.uk](mailto:recruitment@carersfirst.org.uk).

Applications without a Supporting Statement, showing in detail how you meet the person specification requirements, will not be considered.

Appointments are subject to Carers First receiving an appropriate disclosure from the Disclosure and Barring Service that we consider acceptable. We encourage and welcome applications regardless of gender, ethnicity, religion, disability, sexual orientation or age. ***Please note that if you have not been contacted within one week of the closing date, your application has not been successful.***

The closing date for applications is **21 January 2021** and interviews will be held online on **28 January 2021**.

**Carers FIRST is an Equal Opportunities Employer**



Central Office: Michael Gill Building, Tolgate Lane, Strood, Kent ME2 4TG  
**Registered Charity No. 1085430 Registered Company No. 4144820 (England)**