

**JOB DESCRIPTION**  
**WILLIAM BENDLOWE CHARITY (Reg No. 241285)**  
**OPERATING IN SHALFORD & SURROUNDING AREAS**

**Position:** Personnel Manager

**Reporting To:** Trustees

**ROLE PURPOSE**

To oversee all human resources functions of the Charity including volunteers, helpers, committee members including training, development and adherence to the Charity's Policies and the law.

**Key Responsibilities**

- To take a proactive part in encouraging people to become volunteers
- To ensure volunteers receive a copy of the Charity's Volunteer Policy
- To ensure training is given wherever necessary (including Trustee Training, Level 2 Food Hygiene and Safety Certificate, First Aid, Manual Handling)
- To be conversant with the Charity's Grievance, Complaints and Safe Guarding policies
- To ensure compliance to the Law, Charity Commission and the Charity's Policies
- Ensuring HR best practices and business acumen are followed at all times

**Key Skills**

- A sound understanding of the role of Personnel in any organisation
- Strong leadership and communication skills in order to bring the best out in people
- A sound understanding and empathy with the reasons why people volunteer and their reward (ie personal satisfaction rather than financial)
- Interpersonal skills to enable communicating effectively with the Charity's volunteers and helpers
- Computer skills for creation of documents (Word Excel etc)

**Key Attributes**

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- Community-minded with a strong understanding of the needs of the Charity's audience.
- Ability to defuse and/or resolve conflict
- Sound understanding and knowledge of the importance of compliance to the Law, Charity Commission and Charity Policies

Name: ..... Date: .....