

JOB DESCRIPTION AND PERSON SPECIFICATION



Job title:	HR Manager
Reporting to:	Chief of Operations
Location:	Office in Manchester city centre
Contract:	Permanent, full time 34 hours per week
Salary:	Up to £60,000 plus benefits (dependent on experience)

Role description

We're looking for an experienced HR Manager to join our team at the Oddfellows. This role will help develop our HR Department to improve employee experiences, support business strategy and build a strong HR presence in the business for future development.

At the Oddfellows we're committed to helping people get more out of life. We're a not-for-profit friendly society offering social opportunities and support to members across 96 UK branches.

You will support this mission by developing and heading up the HR Department and provide all Directors, managers and employees with assistance on people-related matters. There will be considerable emphasis on guiding and supporting the Senior Leadership Team with HR strategy and to develop and build strong working relationships across the business for HR presence.

The successful candidate will have proven experience in HR Management and supporting operational and strategic decision-making.

We're looking for someone enthusiastic that wants to make a positive impact, with a hands-on attitude and can-do nature. You will be organised, creative, resilient, agile and a team player.

Responsibilities

- Manage the day-to-day activities of the HR Department.
- Oversee key tasks for: employee relations, HR admin, learning and development, internal recruitment, employee engagement, and maintaining and improving HR systems.
- Be comfortable providing advice and direction to the Society's Directors and management team – be seen as a strategic asset for guidance.
- Produce and manage budgets and staff resources.
- Key involvement with strategy, policy, and employee management issues.
- Maintain current regulation compliance, including accepted professional standards, policies and procedures and legislation (including legislation on the Equality Act and health and safety).
- Manage the implementation of employment policies.
- Ensure employment law, HR policy, best practice and workforce development are applied.
- Ensure the onboarding process is handled in a professional manner.
- Manage the execution of the HR strategy to ensure achievement of the objectives.
- Support staff to ensure that all relevant professional standards are met.
- Continuously improve engagement and welfare activities.

JOB DESCRIPTION AND PERSON SPECIFICATION

- Maximise productivity by delegating HR responsibilities to line managers and help to build leadership capability.
- Identify HR trends so that attention can be directed to key issues and resources.
- Manage the creation of job descriptions and handbook updates.
- Manage the company's employee programmes, staff benefits and packages.
- Control the performance review programme to deliver continuous employee development.
- Regularly coach, mentor, and support colleagues to identify individual strengths and development needs.
- Ensure employee training requirements are well managed and monitored, including the completion of training and development plans to a high standard.
- Ensure the offboarding process is handled in a professional manner to ensure everyone is treated fairly.
- Ensure internal HR communications, including any issues, initiatives and programmes, are well planned and coordinated, and adhere to the company's values.
- Make sure that company values and approach are utilised to strengthen the organisational culture.

Requirements and skills

- Proven experience of working in an influential HR role, especially working with Directors and senior management
- Further or higher education or equivalent including CIPD at least Level 5
- Ability to budget and formulate market intelligence
- Knowledge of current legislative requirements relating to HR
- Strong verbal and written communication skills
- Ability to multi-task, prioritise, and manage time effectively
- Highly organised, able to work under direction and independently
- Impeccable attention to detail
- Excellent organisation and time management skills
- Strong interpersonal skills and the ability to build strong working relationships
- Demonstrable professional and proactive approach
- A hands-on attitude and a can-do nature.

Desirable

- Previous experience in a membership organisation or financial services.

How to apply

Please email your supporting statement (no more than two sides of A4) and CV detailing why you think you would be suitable for the role to helen.wild@oddfellows.co.uk

The closing date for applications is 11.59pm on Sunday 25 January 2026.

The Society values diversity and its role in helping to create an inclusive culture for our staff and members. We welcome the inclusion of a range of experiences, perspectives, ideas and talents into the business regardless of age, gender, race, disability, marital status, sexual orientation, gender reassignment, beliefs or religious background.