

**Job title:** Senior Human Resources Manager

**Reports to:** Director of HR

**Hours:** Full Time

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and societies at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Job Overview:**

The Senior HR Manager is responsible for developing and executing HR strategic and operational objectives for Al-Ayn International head-quartered in London, UK with another major locations around the world. This individual will help in building HR functional teams, providing guidance, advice, and support for a broad array of HR strategy, operations, issues, and challenges. In addition, The Senior HR Manager will recruit, support, and develop talent while developing policies and managing procedures. They will be responsible for administrative tasks, and they will contribute to making the organisation a better place for the employees in order to achieve our charity goals.

**Key Responsibilities:**

- Provide timely and professional advice to support the complete recruitment & selection life cycle for vacant job roles.
- Support the development and implementation of HR policies, initiatives, and systems.
- Support the management of disciplinary and grievance issues.
- Maintain employee records according to policy and legal requirements.
- Work closely with the relevant departments to ensure workforce information is kept up to date.
- Support the implementation and monitoring of HR processes including recruitment and selection, employment contracts and variations, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests and the evaluation of training.
- Provide appropriate support to all management to ensure full compliance with policies and procedures.
- Develop and execute HR interventions to satisfy organisational requirements.
- Serve as a trusted business partner on all matters related to the business.
- Link HR initiatives to business strategy.
- Ensure all HR reporting is delivered accurately.
- Build cross-functional teams that foster collaboration and innovation.

- Manage HR Managers to ensure activity is co-ordinated and delivered consistently across Al-Ayn International members where appropriate.
- Effectively communicate and promote HR and business strategy to all levels of the organisation.
- Anticipate, investigate, and remediate employee relation issues, building strong programs to support and build a positive employee culture.
- Lead by example with unquestioned credibility, judgment, character, and ethics.
- Grow and develop the HR team while participating in enterprise-wide initiatives.

**Skills needed:**

- Innovative leader who promotes diversity and inclusion.
- Strategic and tactical leader with a proven record of successful execution.
- Thorough understanding of recruitment, talent management and succession processes and tools.
- Strong and keen attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Strong presentation skills with experience delivering presentations to all levels of the organisation.
- Excellent written and verbal communication skills.

**Education/Experience:**

- Bachelors' Degree in Human Resources, Business, Psychology, or related field.
- MCIPD qualified (Chartered member of The Chartered Institute of Personnel and Development.)
- Substantial experience of progressive HR with experience in a management and leadership role, preferably over international divisions.
- Strong HR Functional knowledge across the broad portfolio of HR specialisms.
- Demonstrated track record of building strong business relationships with business leaders.

**Additional Requirements:**

- Flexibility of working outside working hours when needed.
- Responding to after hour emergencies, as necessary.
- Fluency in English with Arabic desired

**Salary:** £39,143.52-£64,296.43 per year

- Schedule:
- Monday to Friday

**Work Location:** In person

---

**Note:** Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time.