



emmaus
working together to end homelessness



Applicant Pack

HR Manager



Contents

Thank you for your interest in the role of HR Manager at Emmaus UK.

This pack provides you with useful information about our organisation, the job role and the application process. Please take the time to read this pack and our website to find out more about our charity, communities and social enterprises.

emmaus.org.uk 

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How Emmaus works

Emmaus supports people who have experienced homelessness and social exclusion. Our communities offer:



A stable home and a base to progress

Within Emmaus communities, everyone is provided with a furnished bedroom. It's a stable home from which people can build their confidence, skills and plans for the future. We ensure that all bills are covered, home essentials provided and fresh meals prepared each day. Each community includes shared living and dining areas where individuals can relax and socialise together.



A chance to gain skills and work experience

We offer the people we support opportunities to gain work experience within our social enterprises and communities. Many people find that participating in meaningful work brings focus, purpose and a sense of routine to their day. The opportunity to contribute to their community and become an active part of society plays an important role in restoring people's self-esteem.



A sense of belonging and community

Each Emmaus community is a supportive and welcoming environment where people can rediscover companionship and a sense of belonging. Our communities are places where each individual is given space and supported to rebuild, develop and thrive in their lives. We foster the sharing of life experiences and encourage peer support, helping everyone to grow together.



I never thought I'd be homeless but stuff happens. Honestly, I wouldn't change what I've been through because I wouldn't be who I am today. I wouldn't have met my true self and proved how strong I am. Coming to Emmaus is one of the best decisions I've ever made.

Damian, former companion of Emmaus Salford



Emmaus overview

Emmaus is a secular organisation supporting people affected by homelessness and social exclusion. There are currently 29 Emmaus communities across the UK, providing a home, tailored support and meaningful work to more than 850 people, known within Emmaus as companions. In addition to existing Emmaus communities, there are three emerging groups working to establish new communities.

Emmaus is different to many homelessness charities and support services as we go beyond just offering a bed for the night; we provide longer-term support, stability, opportunities for personal development, and a strong sense of community.

Social enterprise is central to the Emmaus model as it provides work opportunities for companions but also generates a large proportion of the funding needed to maintain communities. Having something to do every day provides structure and a sense of purpose to Emmaus companions.

Our social enterprises play a huge part in helping to restore the self-esteem that many people lose when they are homeless, and enables them to make the most of their existing skills, while learning new ones.

Solidarity, helping others less fortunate than yourself, is central to the Emmaus way of life. Everyone at Emmaus, including companions, staff, trustees and volunteers, is encouraged to carry out acts of solidarity to support people who need it most.

For companions in particular, solidarity has a huge impact on their confidence and self-worth, showing them that they can make a difference to someone else's life and add value to the lives of people around them.

Emmaus in the UK

Emmaus communities and groups work together to empower people to change their lives for the better.

Our vision

A sustainable world in which everyone has a home and sense of belonging.

Our purpose

We exist to give hope and a sense of belonging to those who have experienced homelessness and poverty.

Our mission

To empower people affected by homelessness and poverty to change their lives for the better whilst using our voice to achieve social change.

At Emmaus UK, we do this by providing help, support and coordination to our members and protecting the principles, objectives and identity of Emmaus within the UK.

Emmaus in the UK has a federal structure, which means that each community and group is an independent charity with its own staff team and board of trustees. Emmaus UK was set up to unify and support the federation, providing a central set of services that bring members together and support the movement's growth in the UK.

Anyone wishing to set up a new Emmaus group must go through a rigorous affiliation process, which includes developing a firm business plan and demonstrating the capacity to establish a social enterprise and community. New groups are supported throughout this process and mentored by a more established community and by Emmaus UK.

Our values

- **Respect** — for others, ourselves, and our environment.
- **Sharing** — for resources, skills, challenges and successes.
- **Openness** — to ideas, challenges, and to other points of view.
- **Solidarity** — helping those in greatest need and opposing injustice.
- **Welcoming** — friendly, approachable and inclusive to all.



Our Strategic Plan for 2022 – 2027

We will help more people by

- Delivering a wider range of activities to address social exclusion.
- Creating more homes.
- Developing a range of employment and move on housing options.
- Maximising the use of every companion room.

We will work smarter by

- Improving our processes and making better use of technology.
- Developing and growing our social enterprises.
- Actively seeking opportunities to improve our environmental impact.
- Investing in our people through training and development.

We will shout louder by

- Helping people to better understand who we are and what we offer.
- Raising our profile within the sectors in which we operate.
- Campaigning and influencing to improve the lives of the people we support.
- Engaging more potential customers, supporters and companions.

Working together better by

- Improving our governance systems to achieve better coordination.
- Developing effective methods for sharing learning and ideas.
- Creating stronger links with the international movement.
- Developing a contemporary and values driven culture.



“This plan has been developed by the federation of Emmaus charities in the UK to make sure we are in the best position possible to thrive in a post pandemic world.

“As a federation of independent charities, Emmaus has the benefit of a strong community connection and the collective strength that comes from being part of a national and international movement. Through this plan we want to make the most of this collective strength and increase the positive impact Emmaus has in the UK.”



Charlotte Talbott, Chief Executive of Emmaus UK



Our movement

The first Emmaus in the UK opened in 1991. There are now 29 Emmaus communities in the UK with more than 850 companions living in communities stretching from Glasgow to Dover and Norfolk to South Wales. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area.

Emmaus in the UK is now well established but we are also part of a much wider and diverse global movement. Emmaus started in France in 1949, shortly after the Second World War, when homelessness was a significant problem. After the first Emmaus community was created in the eastern suburbs of Paris, many more communities opened in France and across Europe, the Americas and in Asia.

The growth of the movement gave rise to the gradual development of a network of organisations that met in Bern, Switzerland, in 1969 to adopt the Universal Manifesto, the founding text of the Emmaus movement.

Today, the Emmaus movement includes more than 420 Emmaus groups, located in over 40 countries. Across four continents – Africa, Asia, Europe and the Americas – Emmaus groups work to help the most excluded and tackle the causes of poverty.

All Emmaus groups have the same values whilst operating in very diverse social, economic and political contexts. Ever since the Emmaus movement began, it has always been both secular and independent in leading its struggle to tackle the causes of poverty and exclusion. The movement defends its vision of society: a fairer and more sustainable world where people are at the heart of the system and where there is a place for everyone.

Find out more about how the Emmaus movement has grown to serve and campaign for people and communities in need.

emmaus-international.org/en/ 



Role overview

HR Manager

It's an exciting and important time for our charity as we work to help more people out of homelessness and poverty as part of an ambitious strategy.

The newly created role of HR Manager will sit within the Resources directorate, to support the delivery of key charity and federation-wide objectives, as part of our mission to empower people affected by homelessness and poverty to change their lives for the better while using our voice to achieve social change.

The principal responsibility will be to support our ambition to become a best practice national body and an employer of choice, responsible for the day-to-day management of the HR function within Emmaus UK, as well as the development of our approach to in-house learning and delivery of our new People & EDI Strategy.

The role will be responsible for all aspects of Human Resources at Emmaus UK, overseeing the whole employee lifecycle, from recruitment and induction processes to offboarding and exit interviews.

The postholder will oversee HR processes, reviewing their effectiveness and identifying and embedding improvements to improve the employee experience.

Working with the Director of Resources, the role will be central to the delivery of the strategic objectives with an HR focus, while taking responsibility for the operational HR function to ensure a positive and supportive working environment for the staff team.

Job description

HR Manager

Location:	Remote
Reporting to:	Director of Resources

Purpose of the role

The newly created role of HR Manager will sit within the Resources directorate, to support the delivery of key charity and federation-wide objectives, as part of our mission to empower people affected by homelessness and poverty to change their lives for the better while using our voice to achieve social change.

Principal responsibilities and duties

- Working with the Senior Leadership Team (SLT) and People & EDI Committee to deliver on the action plan for the People & EDI strategy.
- Report to the People & EDI committee on HR-related issues, producing quarterly reports in line with agreed KPIs.
- Provide advice and guidance to ensure compliance with policies and best practice.
- Continuously improve our People policies in response to developments in legislation and best practice.
- Provide advice to staff to ensure effective management of ER issues.
- Oversee the operation of the HR system (Sage HR), maintaining key employment records.
- Manage the recruitment and selection process, identifying and implementing process improvements.
- Oversee the induction process for all new starters.
- Support performance management and annual review processes.
- Conduct exit interviews and develop retention strategies.
- Ensure that systems for recognition and reward are fair and in line with industry standards.

- Undertake periodic benchmarking of salaries to ensure our pay is in line with market rates.
- Develop and implement appropriate systems for staff engagement and feedback.
- Integrate a trust-based leadership model into Emmaus UK's approach to People & culture.
- Working with the Learning and Development Team, develop and implement a leadership development programme for Emmaus UK.
- Working with the Learning & Development Manager, develop internal systems of learning and development.

Person specification

HR Manager

Experience, skills and attributes - essential

- Experience of developing and implementing HR processes
- Strong understanding of UK employment law
- Successful management experience in recruitment, employee relations and policy development
- Proficiency in HR databases
- Proficiency with Office suite of apps
- Strong communication and interpersonal skills and the ability to establish positive working relationships with colleagues
- Strong organisational and time management skills and the ability to work to deadlines, prioritise and multi-task in a fast-paced environment
- Commitment to Emmaus' mission to end homelessness

Experience, skills and attributes - desirable

- Experience of managing budgets
- Experience with Sage HR database

Terms of employment

HR Manager

Starting salary:	£46,297 per annum (pro rata)
Hours of work:	3 days per week, Monday to Friday
Contract:	Permanent
Probation period:	6 months
Pension:	Stakeholder pension with an employer contribution
Holidays:	25 days + Bank Holidays + 3 concessionary days leave
Training and development:	Ongoing training and development
Volunteering:	2 days allowance each year
Employee Assistance:	24/7 employee assistance scheme is available
Wellbeing:	Weekly wellbeing hour to promote personal wellbeing
Flexible working:	Options available, subject to the requirements of the role
Life assurance:	Death in service lump sum of 3 x salary



Application process

To apply for the role, please complete our application form and equal opportunities monitoring form and email to jobs@emmaus.org.uk by Sunday 8 December 2024.

Please ensure you download the job pack and refer to the job description and person specification when completing your application form.

Those shortlisted will be invited to an interview conducted via Microsoft Teams on Monday 16 December 2024.

If you would like to arrange an informal discussion about the role, please email jobs@emmaus.org.uk.

Emmaus UK provides equal opportunity for all job applicants and is committed to providing a work environment free of discrimination. We are dedicated to an inclusive culture, and we strive to create a workplace where teams of people with diverse backgrounds, characteristic, perspectives, ideas and experiences work together.

We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities.

To ensure fairness and consistency to select the best candidate for our roles, all applications are anonymised up until an interview has been confirmed so that shortlisting is based solely upon the suitability of the candidate's experience.