



HR Lead

Job Description

About Galop

Galop is the UK's LGBT+ anti-abuse charity. Founded in 1982, and have been championing the needs and safety of the LGBT+ community for nearly 40 years.

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. We specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, honour-based abuse, forced marriage, and so-called conversion therapies. We are a service run by LGBT+ people, for LGBT+ people, and the needs of our community are at the centre of what we do.

We run three national support helplines: for LGBT+ victims and survivors of domestic abuse, survivors of so-called "conversion therapy", and LGBT+ people who have experienced hate crime. We provide advocacy services, both in London and nationally, for LGBT+ victims who need longer-term support. We are person-centred, empowerment-based, and trauma-informed – meaning our focus is always on helping our clients decide what is best for them, and then supporting them through their journey.

We use what we learn through working on the frontlines with clients to work for national and local policy change to improve outcomes for LGBT+ victims and survivors of abuse and violence. We build evidence through key pieces of research, like our upcoming report into LGBT+ experiences of sexual violence. We push for legislative change, improved statutory guidance for victims, and better understanding of the needs of LGBT+ people around the country.



About the HR Lead

This is a brand new role developing and leading Galop's HR function as we continue to grow. This is a pivotal moment in Galop's journey. We have grown quickly over the last five years, with a staff team that has grown from 5 to 60 in the course of seven years. Further growth is anticipated. You will help ensure that we run efficiently, effectively, and compliantly, enabling us to protect and support even more LGBT+ people who have experienced abuse and violence.

As HR Lead, you will report directly to the CEO and will have access to administrative support from our Administrators. You will have strong understanding of employment law and best practice around people and culture. The ideal candidate should also have a good understanding of the LGBT+ community. You will provide advice to the whole staff team, as well as coaching to line managers, and hold the training and development budget for the organisation. You will evaluate our existing external support, policies, and processes as well as leading on delivering our People Plan (2022-2025). Galop already has an external indemnifying HR advice supplier, EAP, online HR system, and the People Plan work has been developed with an experienced external consultant.

You will be responsible for the design and execution of our training and development plan, as well as our ongoing EDI work. You will report back on key People metrics, and act as a key contact for the Board of Trustees' HR sub-committee. You will ensure that onboarding and offboarding experiences are high quality, and that our procedures and record keeping are consistent and compliant.

Due to the nature of the role, it is anticipated that this role will work mostly from the Galop building in central London, but can support some working from home.

You will:

- Deliver effective and efficient HR support, with a particular focus on supporting change processes, talent and resourcing, performance management and employee relations
- Provide HR advice and guidance to the management team and ensure strong processes, practices and policies are in place to support this
- Lead and oversee all aspects of people operations, including pay, reward and recognition, EDI, employee relations matters,



proactive management of sickness absence, and review people policies and practices

- Provide coaching and guidance to line managers and senior leaders around HR decision-making and processes
- Oversee our centralised training and development programme and the overall training and development budget
- Oversee high-quality and effective recruitment and onboarding, as well as ensuring that off-boarding is smooth and effectively monitors employee experience
- Lead on the annual staff survey
- Lead on our equity, diversity and inclusion work
- Monitor and report back on key KPIs across People & Culture
- Support the CEO and SLT with decision-making from an HR and facilities perspective
- Deliver our People Plan (2022-2025) and develop the next iteration of the People Plan, ensuring this feeds into our broader strategic goals
- Act as a key contact for the Board of Trustees' HR Sub-committee
- Keep up to date with HR good practice and legislation
- Coordinate with colleagues, particularly the Operations and Finance teams to ensure payroll is delivered effectively
- Work with our Head of Helplines and Volunteering to ensure our volunteering programme is compliant

You will work closely with the CEO and other colleagues on other duties including:

- Monitoring and evaluating progress on both our People Plan and EDI Action Plan, as well as developing the next iteration of each
- Ensuring that our activities around HR are compliant
- Budgetary oversight of the HR function, with the support of our Financial Controller
- Working towards making Galop an employer of choice
- Evaluating the performance of our external suppliers and retendering where necessary
- Enabling the team to see how HR's work directly benefits LGBT+ victims and survivors of abuse and violence
- Any other reasonable duties as required



About you

We're looking for someone with a good understanding of HR good practice and employment law. We're looking for someone with empathy, leadership skills, and a good understanding of culture change and growth. You'll need to have good resilience and self-care, and be prepared to work in an environment where abuse and violence are regularly talked about. You'll need to understand the impact of trauma and how that affects our frontline staff.

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience and knowledge	Essential (E) or Desirable (D)
Comprehensive knowledge of HR good practice and employment law	E
Experience of managing budgets	E
Experience of change management, developing new policies and processes, and are embedded	E
Understanding of good practice around EDI, as well as a strong knowledge of intersectionality and gender-based violence	E
Knowledge of LGBT+ experiences, and how this may related to HR practice within an organisation like Galop	D
Experience of working with unions	D
Understanding of best practice around volunteering programmes	D
Experience of working in environments with fast growth	D
CIPD or HR qualification	D
Skills	
Strong leadership and management skills	E
Ability to work collaboratively and lead change	E
Ability to problem solve and think creatively	E
Ability to work with multiple competing priorities and to effectively prioritise your workload	E



Strong understanding of discrimination and intersectionality	E
Excellent interpersonal skills, including the ability to constructively challenge	E

At Galop, we believe that life should be safe, just and fair for all LGBT+ people, and that includes our staff in the workplace. We believe in equity and understand the importance of inclusion for staff with a wide range of lived experience. No matter your age, race, faith, orientation, gender identity, disability, or class, we want you to feel welcome here. To that end Galop has a multi-year Equity, Diversity, and Inclusion plan in place, currently focusing on equity and inclusion for trans and BAMER members of staff. We are committed to listening and learning, and to constant improvement. We believe it is our job to make sure that all our staff, particularly those from minoritised backgrounds, feel welcome, safe, and able to thrive at Galop.

Location

Galop's offices are located in London. This role will be based in the office but some home working is possible.

Hours

Full time (35 hours per week)

Contract

Permanent

Line manages:

n/a

Reports to:

CEO



Salary

Galop uses the NJC scales. This post is on NJC scale points 30-36 (£38,152 - £44,356 per year including London Weighting).

Closing Date

Applications should be submitted by 10:00am on November 9th.

First round interviews will be held on November 16th.

Questions?

If you have any questions or would like to discuss the role further prior to application, please contact our CEO, Leni Morris – leni@galop.org.uk

Please send completed applications and equal opportunities form by email only to recruitment@galop.org.uk