



chancesFOR  
**CHILDREN**

**BUtTLEuk**

## Candidate Information Pack

Human Resources Advisor  
(Part time, 14 hours a week)

**Valued.**

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## Welcome letter from the Chief Executive

Thank you for your interest in this role at Buttle UK. This is a significant time for Buttle UK as we continue to step up support for children in crisis who have been hardest hit by the Cost of Living crisis.

We believe that Buttle UK is a special organisation, because of the direct difference we can make in the lives of vulnerable children and young people by providing items and activities that they are living without. We are proud of the innovative approach we have taken to provide this support, and the efficiency with which we do it. We are also proud of being a forward looking and externally focused organisation that seeks to use the unique insights gained through our grant giving for the wider benefit of children and young people in poverty.

Last year we were able to provide £4.3m in grant funding for children and young people, and we will increase this level of support in 2023-24, as the cost of living crisis continues.

Our Chances for Children grants pay for normal things that we would want all children and young people to have, but their parent/s or carers cannot otherwise afford. Not extraordinary, but critical things in their lives. There has never been a greater need for the creative grant giving for which Buttle UK is known.

I hope you would like to play a part with us in supporting children and young people in crisis and I look forward to hearing from you.

**Joseph Howes**

A handwritten signature in blue ink, appearing to read 'J. Howes', with a small blue dot at the end.

**Chief Executive  
Buttle UK**



# The Role

**This is an opportunity to join us as Buttle UK's HR Advisor; a new role created to bolster a growing team and provide vital support across the organisation.**

The Human Resources Advisor is responsible for the management and delivery of HR support services to staff and compliance with HR policies. The role will require the application of HR knowledge and experience to see initiatives through to completion. The role holder will also support the Senior Management Team and line managers to ensure that HR processes and employment legislation are followed. This involves using appropriate documentation and providing advice through the course of the employee lifecycle – from recruitment and induction, training, development and ongoing appraisals to the exit procedure. The role holder will be required to build and maintain strong relationships, engaging with colleagues at all levels. The role will be a key part of the Finance and Admin team and contribute to achieving the team's objectives.







# About Buttle UK: giving children and young people a chance for change

Buttle UK is a national children's charity that has been helping children and young people who are in crisis to reach their potential since 1953. We do this by providing direct financial support of up to £2,200 through our Chances for Children grants and, for some children whose home environment is disruptive and chaotic, grants which allow them to go to boarding school. We define a crisis as those living in financial hardship and dealing with at least one other challenging social issue.

Chances for Children grants, which we began testing in 2014, are an innovation in the way Buttle UK delivers its grant-giving. Typically, within the grant-giving sector, the focus on supporting individuals has been solely on the emergency provision of single items, such as a cooker or washing machine. However, our Chances for Children grants look to go further. We offer funding of up to £2,200, to provide a holistic package of support addressing the physical, emotional and educational needs of children aged 0-20. Evaluation has repeatedly found that these grants can have a disproportionately positive impact compared to their monetary value, and that in some cases they are transformational. Where the home environment is not the best place to provide support, we offer our Support for Boarding grants which we have been delivering for all of our 69-year history. These grants have been life changing for countless children.

We receive grant applications via a network of referral organisations such as local charities, social services and health centres across the whole of the UK. These organisations ensure we are getting the funds to those that need them most and through them we can ensure appropriate due diligence on the spend of the funds themselves.

We are a fundraising organisation and also provide our own funds to support children and young people. Over the past seven decades we have safeguarded and grown the financial endowment that was left to us by our founder, Reverend Frank Buttle. At the same time, we've honoured his memory as an independent thinker and a pioneering force for change by using the insights and learning we gain from a unique data set generated through our grants database. This provides us with a platform to undertake ground-breaking research and speak out about the issues which vulnerable children and young people in the UK face.

Last year we supported over 4,500 children and young people. To read more about our work, and the challenges for children and young people living in crisis and poverty, read our State of Child Poverty 2022 report [here](#).





## Our Vision

Giving children, young people and families a chance for change.

## Our Mission

The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

## Our Values

**Child-focused.** We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.

**Empathetic.** Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

**Responsive.** We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.

**Collaborative.** We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.

**Accountable.** We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.



# What does the role entail?

- Manage general HR administration and be the main point of contact for HR queries and support for colleagues and line managers. This role will support the delivery of our EDI strategy by leading EDI work related to the HR function;
- Plan and manage recruitment activities and selection processes, working with hiring managers, and the Senior Management Team to ensure correct process is followed and delivering a high-quality experience for all parties;
- Support current and future business needs through the development, engagement, motivation, and retention of staff. This will include leading the annual staff survey process and analysis;
- Oversee and advise on the provision of training and development for colleagues, including consistent inductions and ongoing professional development;
- Oversee the use of HR, annual leave and training systems and liaise with the support teams where required;
- Create, review, edit and ensure compliance with HR documentation eg job descriptions, staff handbook, policy documents, templates and operational procedures for sign off by SMT;
- Lead review and update of staff benefits package;
- Provide advice and guidance on relevant legislation and compliance ;
- Attendance at interviews and formal HR meetings and maintaining accurate records in line with data regulations and policy;
- Record and report on HR metrics and data;
- Lead DBS and UK equivalent processes for staff team;
- To work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.







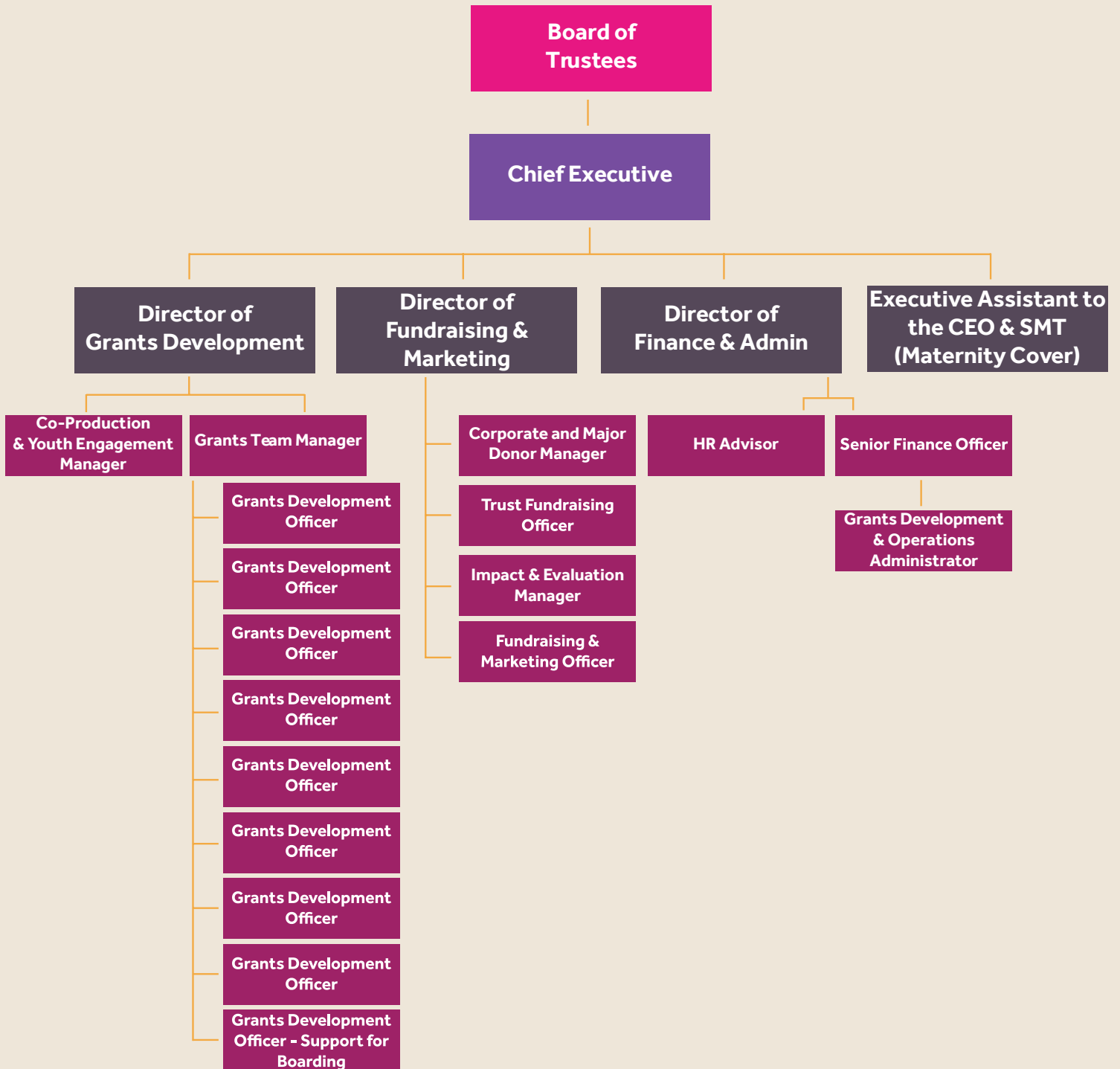
# What will you bring to the role?

## **As a Human Resources Advisor you will have:**

- Relevant degree, diploma (i.e., you will hold a CIPD Level 5 qualification or studying towards this), professional qualification or established work experience in human resource management;
- Knowledge and understanding of relevant HR legislation and regulations;
- Excellent communication and interpersonal skills to engage confidently and credibly with people at all levels;
- Highly organised and able to manage workload to meet deadlines and respond to changing priorities;
- Proficient professional level of IT skills, particularly across MS Office applications;
- Demonstrates high professional and ethical standards, showing sensitivity and integrity when handling situations;
- Keen problem-solving ability and proactive with suggestions, ideas and solutions;
- Strong attention to detail and the ability to interpret and analyse complex documentation;
- Awareness and understanding of the UK charity sector;
- Commitment to Buttle UK's values and to promoting the best interests of children and young people;
- Knowledge and understanding of equalities issues and working in an anti-discriminatory and inclusive way;
- To evaluate, develop and continuously improve one's own work and skills.



# Organisational Structure





# Buttle UK Theory of Change

## TO PROMOTE

Improved social & emotional wellbeing & increased capacity to engage in education.

## TO ENSURE

**Home**  
Children & young people are growing up in a safe & nurturing place that meets their learning and development needs

**Wider Community**  
Children & young people access activities that promote wellbeing and learning and build support networks

## TO PROVIDE

The items & activities that we expect all children to have & the extra resources that can help to overcome crisis & unlock opportunities.

## BY FUNDING

### Chances for Children

Individually tailored grants that invest in children & young people's present & future lives.

## WE SUPPORT

Children & young people living in poverty & crisis.

Increasing Life Chance

# Our Commitment to Equity, Diversity & Inclusion

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. We particularly encourage applications from black, Asian, and minority ethnic candidates as these groups are strongly supported in our grant-making but underrepresented within our organisation.

To support anyone looking to apply to work for us we commit to:

- Paying for childcare for the hours in and around the interview process;
- Paying for your travel costs to the office and back for interviews if these are held in person;
- Making any reasonable adjustments to support your needs in the application and interview process.

Read more about our commitment to equity, diversity and inclusion across our organisation [here](#).





# Buttle UK Background Reading, Listening & Viewing

For further information about our grant programmes and wider work please access the following:

## READ:

- [The history of Buttle UK](#)
- [Annual review and accounts](#)
- [Our 2020-2025 strategy](#)
- [Our State of Child Poverty 2022 report](#)

## WATCH:

- [A video explaining our Chances for Children grants](#)
- [Stories of those that have benefited from a Chances for Children grant](#)

## LISTEN:

- [A self produced podcast series highlighting the issues and challenges children in crisis are facing today](#)



# Our Benefits

- Salary of £33,915 - £35,700 FTE (35hrs) - depending on skills and experience and will be pro-rated to 14hrs.
- Flexible working conditions
- Generous annual leave entitlement – 28 days plus Bank Holidays on a pro-rata basis
- Employer contribution to pension scheme of 7%
- Life assurance scheme
- Enhanced maternity/paternity leave
- Enhanced sick pay
- Employee Assistance Programme: counselling and support for staff members wellbeing
- 2 volunteering days per annum
- Career growth and development opportunities through our commitment to learning
- Other financial benefits: interest free season ticket loan provision; eye test payment and up to £100 payment to purchase glasses; access to CycleScheme
- Please see full benefits package attached [here](#).





# How to Apply

Buttle UK are partnering with Valued Recruitment, an inclusive recruiter who is unafraid to represent the real you. If you would like more information about the role, please contact Anna Ludeman:

**anna@youarevalued.co.uk** or phone on **07828 288704**.

We are keen to recruit in an inclusive way and are very open as to how you would like to apply. Please send your CV and either one of the following to **anna@youarevalued.co.uk**

- a 1 page letter letting us know why you would like this role and what you can bring to us here at Buttle UK
- a short video introducing yourself and telling us why you would like to work at Buttle UK

Accessibility is incredibly important to us here at Valued Recruitment and at Buttle UK. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

## Recruitment Timetable

Activity	Date
Closing date for applications	Monday 17th April at 0900
Interviews – first stage	Tuesday 25th April
Interviews – second stage	Friday 28th April

The appointment will be made subject to satisfactory references.









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[www.buttleuk.org](http://www.buttleuk.org)  
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