

2025

Creating **POSITIVE IMPACTS**
TOGETHER for our
PEOPLE PLACES & PLANET
groundworknorthwales.org.uk



Charity registration no. 1093176



Charity registration no. 1080838



NORTH WALES
GOGLEDD CYMRU

Charity registration no. 1004132



Groundwork North Wales

If you want to make a real difference to local communities, Groundwork North Wales offers a uniquely challenging and stimulating working environment. Every part of Groundwork North Wales is working towards a shared vision and many people gain true job satisfaction from knowing their work is helping to transform their local communities.

We are committed to building a diverse team with a variety of backgrounds, skills and views. The more inclusive we are, the better our work will be. Equality, diversity and inclusivity is central to our mission and to our impact.

 groundworknorthwales.org.uk

 01978 757 524

 hr@groundworknorthwales.org.uk





HR Manager

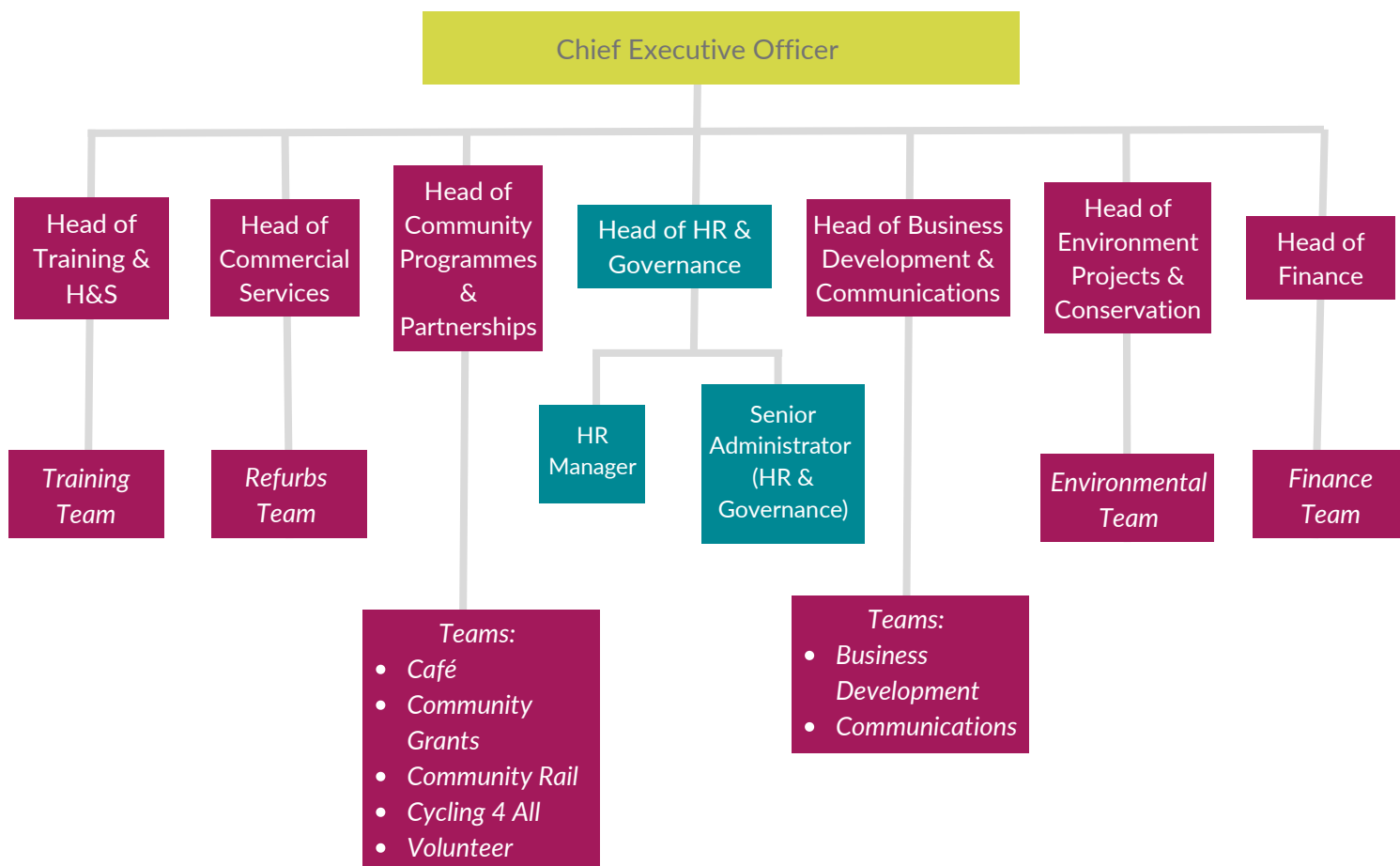
Are you passionate about people and want to work in a growing team in a Charity that makes a difference every day to people's lives and the environment?

Then joining the Groundwork North Wales Group could be just what you have been looking for!

We are looking for an HR Manager with excellent organisational and communication skills alongside a strong understanding of employment legislation and its application in the workplace. If this sounds like you then we look forward to discussing your application!



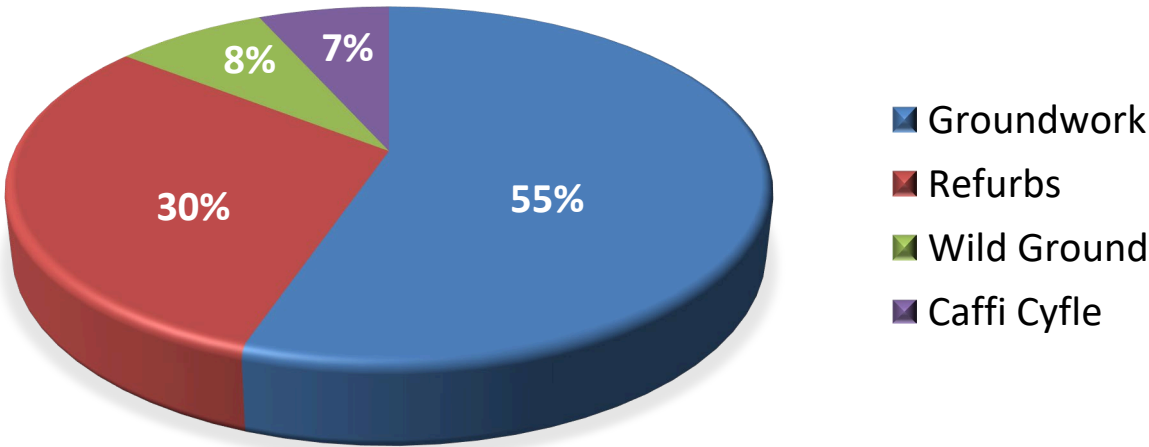
Organisation structure



Our Staff

Staffing Numbers	Total Headcount	Total FTE
Groundwork	36	32.5
Refurbs	21	17.85
Wild Ground	5	4.55
Caffi Cyfle	5	3.92
TOTALS	70	60.65

PERCENTAGE FTE BY ORGANISATION



OUR VALUES

PEOPLE



PLACES



PLANET



INCLUSIVE

➤ We create a supportive, safe and adaptive environment where everyone is accepted, heard and valued.

➤ We enable access to natural spaces, embracing diverse perspectives and creating opportunities for all.

➤ We actively support access to green and blue spaces and empower all to take positive actions for our planet.



PROGRESSIVE

➤ We continually embrace change and develop new ways of working.

➤ We create dynamic spaces for communities, empowering them to be resilient and make sustainable changes.

➤ We foster behaviour change for the benefit of the planet, building resilient communities and green and blue spaces.



IMPACTFUL

➤ We support people in making long lasting and beneficial changes, helping them to realise their full potential.

➤ We support communities with meaningful and sustainable initiatives, creating a positive and lasting impact on their green and blue spaces.

➤ We seek to make changes to the planet that are meaningful and lasting, prioritising nature throughout our projects.



COLLABORATIVE

➤ We nurture and share individual strengths and ideas to work towards a common goal.

➤ We encourage communities to take pride in and reflect their own values and aspirations in our shared spaces.

➤ We actively engage with others, working together towards a better future for our planet.



INSPIRING

➤ We provide people with the opportunity to express themselves, try new things and follow their interests.

➤ We help communities to connect to their green and blue spaces and natural heritage.

➤ We provide people with the tools to think creatively about protecting the planet and instilling a love for nature.



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OUR STRATEGY 2024-2027

Mission: To improve the natural environment and the places in which people live, enhancing their wellbeing and prospects whilst contributing to the resolution of the climate and nature emergencies.

PEOPLE

OUR IMPACTS

We help people improve their prospects and wellbeing through meaningful and quality interventions.



OUR GOALS

Improve skills, increase confidence, wellbeing and employability to help people overcome hardship and isolation.

HOW



Employability & skills programmes.



Adult community learning.



A comprehensive health, wellbeing and social inclusion offer developed.



Household bill reduction.



Volunteering opportunities.

PLACES

OUR IMPACTS

We protect and enhance green and blue spaces for people and nature.



OUR GOALS

Champion nature conservation through positive and proactive land management and help more people to connect with and value nature, biodiversity and open spaces.

HOW



Habitat management & conservation programmes.



Biodiversity improvement and actions.



Community engagement in conservation and environmental activities.

PLANET

OUR IMPACTS

We protect the planet with practical action to reduce waste and combat climate change.



OUR GOALS

Promote and encourage others to embrace a repair, reuse, recycle and carbon reduction way of living and working.

HOW



Programmes to help people and businesses reduce their use of natural resources.



Carbon literacy & climate change awareness.



Waste reduction through repair, reuse and recycle initiatives.



Diversion of waste from landfill.



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Achievements 2024-25

Over the past 12 months, Groundwork North Wales has received several accolades that pay tribute to the team's achievements in enriching the lives of the people they work with, energising communities, and safeguarding the environment.

Investors in People | Third Sector Employer of the Year 2024 -Groundwork North Wales was shortlisted in the award for Third Sector Employer of the Year.

Investors in People | Community Employee of the Year 2024 - Aaron Jones, a valued member of our Youth Team, was shortlisted for the award for the community employee of the year.

Reuse Network Awards | Organisation of the Year 2024 - Refurbs was a finalist in the Reuse Network Awards in the 'Organisation of the Year' category. A category that recognises a reuse charity or social enterprise that has made a great achievement in the past year.

Social Business Wales Awards | shortlisted for the Social Enterprise of the Year category in the Social Business Wales Awards 2024.

WISE100 Women | Karen Balmer, our CEO, has been named in the top 100 WISE100 Women in Social Enterprise 2025 List. The list brings together the UK's 100 leading women in social enterprise, impact investment and mission-driven business.

SE100 | Groundwork North Wales group was listed as one of the top 100 social enterprises in the UK for the 5th year running.

Job Description

Job Title: HR Manager

Location: Groundwork Offices, Wrexham

Responsible to: Head of HR & Governance

Number of hours per week: 37.5 (Monday to Friday)

Salary: £32,000

Purpose of the job

Reporting to the Head of HR & Governance, the HR Manager will take responsibility for the operational delivery of the Groundwork North Wales Group's HR activities and initiatives. With a strong knowledge of all aspects of HR, the postholder will provide proactive, practical support on day-to-day operations across the Group.

Summary of Main Responsibilities

- Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence and redundancy.
- Provide advice and guidance to line managers on terms and conditions of employment, employee relation matters and performance management, providing support for individual cases.
- Support the monthly payroll process and submission to payroll providers, ensuring accurate HR records are maintained for the preparation of these.
- Initiate and support the recruitment process – this may include writing job descriptions, preparing interview questions, collating applications, arranging interviews, interviewing and monitoring EDI forms etc.
- Carry out the onboarding and induction processes for all new starters including communication and liaison with other Managers as applicable.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Continuously monitor and review HR policies and processes and identify and implement changes where necessary in conjunction with the Head of HR & Governance.
- Support the Group's performance management processes ensuring the timely completion of probationary period reviews and annual appraisals.
- Manage long and short-term absence including referrals to occupational health and resolution recommendations.
- Conduct exit interviews and manage the exit process for leavers.
- Manage the Disclosure & Barring Service process where applicable for staff and volunteers.
- Ensure mandatory training is completed and refreshed when required, ensuring the accurate recording of relevant data and certificates.
- Ensure accurate and confidential HR records are maintained and kept up to date using the Group's HR software.

- Deliver any requirements for shared HR services within the Federation, ensuring SLA / contracted commitments are met.
- Monitor Equality (Equity) Diversity and Inclusion during recruitment and ensure all new staff undertake EDI awareness training.
- Undertake an annual EDI survey using results to improve policy and employee satisfaction.
- Prepare reports for SMT and Board as advised by the Head of HR & Governance.
- Ensure compliance with the organisation's Health & Safety Policy and other established policies and procedures.
- Any other reasonable duties as may be requested by your line manager.

This list is not an exhaustive list of duties as the role may change from time to time to meet the requirements and objectives of the team.

Person Specification

	Essential	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • CIPD level 5 or equivalent. • Significant experience of working in HR role. • Excellent organisational and communication skills. • Solid knowledge of employment legislation and its application. • Experience managing and maintaining HR systems and reporting tools. • Excellent IT skills, including Microsoft Office 365, Excel, HR and payroll cloud-based systems. • Experience in maintaining accurate HR records and handling confidential information in line with data protection legislation. • Practical knowledge of employee relations processes, including handling complaints, grievances, and disciplinary procedures. • Familiarity with payroll processes and working collaboratively to ensure accurate payroll data. 	

People	<ul style="list-style-type: none"> • Commitment to equality and diversity and Inclusion. • Experience of liaising with outsourced HR support services, providing HR guidance and support to managers, particularly in volunteer and employee management matters. • Strong understanding of UK employment law and GDPR, with a willingness to learn and apply policies correctly. 	
Judgement & Initiative	<ul style="list-style-type: none"> • An enthusiastic, proactive, and self-motivated 'can do' attitude. • Ability to manage difficult situations and work with those involved to find practical solutions. • Composed under pressure with an ability to deal with unpredictable situations. • Demonstrate attention to detail. • Ability to identify individual HR risk at individual and organisational level and raise concerns. 	
Communication	<ul style="list-style-type: none"> • Excellent communication skills both in written form and in person with the ability to write clearly, logically, concisely and appropriately for all audiences. 	<ul style="list-style-type: none"> • Ability to communicate through the medium of Welsh.
Other	<ul style="list-style-type: none"> • A commitment to the vision and values of the organisation. • Full driving licence and access to own vehicle. • Ability and willingness to travel across the UK. • Appreciation and understanding of Welsh heritage and culture. 	



Benefits

- 25 days annual leave per annum, plus bank holidays
- Pension contribution
- Flexible working, subject to business need
- Sickness absence scheme
- Mobile phone for business use for relevant roles
- Financial support with professional membership fees
- Free onsite parking
- Employee Assistance Programme



How to apply

We are committed to building a diverse team with a variety of backgrounds, skills and views. The more inclusive we are, the better our work will be. Equality, diversity and inclusivity is central to our mission and to our impact. We are happy to consider applicants who may be interested in exploring job share arrangements.

For an informal discussion about this role, please contact Karen Balmer or Christine Bowyer on 01978 757524 .

How to apply: please send a CV and a covering letter explaining why you feel you would be suitable and how you meet the requirements of the person specification to recruitment@groundworknorthwales.org.uk

Closing date: Wednesday 6th August 2025 @5pm

Interviews: Expected to be held on Thursday 14th /Friday 15th August 2025

Please note, we reserve the right to close this vacancy earlier than the specified closing date if we are in receipt of sufficient applications. We therefore encourage applicants to apply early if you wish to be considered for this post.