



Information Pack

People Manager

 mind Teesside

Welcome

Thank you for your interest in our organisation. Teesside Mind has been working in local communities to improve mental health and wellbeing for over 25 years. The environment in which we operate has changed hugely over this time, and mental health has never been as well understood.

However, government-funded services still aren't available for everyone who needs them, and some people are less well served than others. Young people and people affected by discrimination and poverty find it most difficult to get help. Our work won't stop until this has changed. There's much more we need to do, and that's why we're expanding our team.



Ours is a vibrant organisation to work for and our staff are our most important asset. Our values and our skills are equally important. We are compassionate, trustworthy and determined. We use evidence-based interventions, backed up by policies, training and clinical support to help people lead full and happy lives.

I hope you'll be interested in joining us once you've read this pack.

Emma Howitt

Chief Executive Officer

Teesside Mind is a regional charity dedicated to improving the mental health and wellbeing of our diverse local communities, many of whom face significant health inequalities. As the People Manager, you will play a crucial role in ensuring the performance, engagement, and wellbeing of our staff team, which includes around 160 dedicated employees and a growing team of committed volunteers.

Our workforce works tirelessly to make a meaningful difference in the lives of those they support. Recognising the importance of our people's wellbeing, we are committed to providing the best support, training, and development opportunities. It's essential that our team is equipped to care for their own wellbeing while they care for others. By expertly balancing strategic leadership with hands-on support, you will enable our team to continue delivering high-quality services while maintaining their own wellbeing.

You will work as part of a core team including our HR Advisor who will report directly to you, and you will be part of the senior leadership team for the Charity.

Our Values

CARING

We genuinely care about local people and the work that we do. We treat people with respect and dignity.

WELCOMING

When people come to us for support, our response is warm and welcoming. Our staff and volunteers are helpful and friendly. We don't judge people.

TRUSTWORTHY

People trust us with their personal stories. We appreciate this isn't easy and are grateful for people's confidence in us. We take confidentiality very seriously.

DETERMINED

We are committed to finding the best support for local people. We can tailor our services to meet their needs as we know finding help for mental health issues can be difficult. If we can't help then we'll find the right support from other local organisations.

PROFESSIONAL

All our staff and volunteers are skilled in the work they do and are supported by us. We're constantly working to ensure our environment is safe and beneficial to you.



Main Responsibilities

Strategic Leadership:

- Develop and implement HR strategies that align with Teesside Mind's mission and values.
- Provide insights and strategic direction on people-related matters as part of the Senior Leadership Team.
- Ensure employee engagement, talent management, wellbeing and leadership development drive actions that improve the culture making Teesside Mind an even better place to work, such that great people that align with our values and mission; want to join us, want to do their best and want to stay.

Main Responsibilities Cont.

Team Support:

- Work together with the HR Advisor to provide day-to-day guidance and practical support to managers.
- Train managers on delivering effective performance feedback and implementing improvement strategies.
- Work closely with managers to ensure that their teams can balance delivering high-quality services with maintaining personal wellbeing.

HR Initiatives:

- Ensure the provision of a suitable Employee Assistance Programme, reviewing and evaluating its effectiveness.
- Conduct regular reviews of market salaries and benefits to ensure competitiveness.
- Oversee employment terms and conditions to ensure compliance with legal standards.

HR Operations:

- Manage HR operations, including recruitment, onboarding, performance management, and employee relations.
- Ensure that all HR policies and procedures are current and compliant with legal requirements.
- Provide expert HR advice to managers and employees.
- Support complex casework, including disciplinary and grievance procedures, ensuring alignment with best practices and legal standards.

Inclusion, Diversity, and Equality:

- Lead initiatives to create a diverse and inclusive workplace, collaborating with our Inclusion, Diversity & Equality Lead.
- Ensure diversity and equality are embedded in all HR practices and policies.
- Monitor and report on diversity metrics, adjusting strategies as necessary.

The People Team is limited to the People Manager and the Advisor. Therefore, the balance of time is likely to be spent according to the following approximate split 30/40/30 (Strategic/Operational/Data & Admin)

Key Skills and Qualifications

- Chartered Member of the CIPD with evidence of ongoing CPD
- Proven experience in a People Manager or similar HR leadership role
 - Preferably within a mental health or third sector
 - Preferably in a standalone or small HR function
- Strong, up to date knowledge of HR best practices and employment law,
- Balanced decision-making skills
- Excellent interpersonal and communication skills, with the ability to build trust and rapport with staff at all levels.
- Demonstrated ability to develop and implement effective HR strategies.
- Proficient (self-sufficient) in the use of Microsoft office (Word, Excel, PowerPoint and Teams)
- Commitment to the values and mission of Teesside Mind, with a focus on promoting mental health and wellbeing.

Why Join Teesside Mind?

At Teesside Mind, we believe that mental health is essential for living a full and happy life. Joining our team means having the opportunity to make a meaningful impact on the lives of the people of Teesside. We offer a supportive work environment that values the wellbeing of our staff and provides opportunities for professional growth.



Main Terms and Conditions

Responsible to:

Deputy Chief Executive Officer

Hours:

Part time – 22.5 to 30 hours per week

Location:

Teesside - including hybrid working

Salary:

£40-50K (pro rata) per annum, plus contributory pension scheme

Holidays

Starting at 26 rising to 32 days per annum plus public holidays.

Disclosure:

The post holder is required to provide suitable references, undertake an enhanced DBS check with subsequent rechecks and completion of a 26-week probationary period.



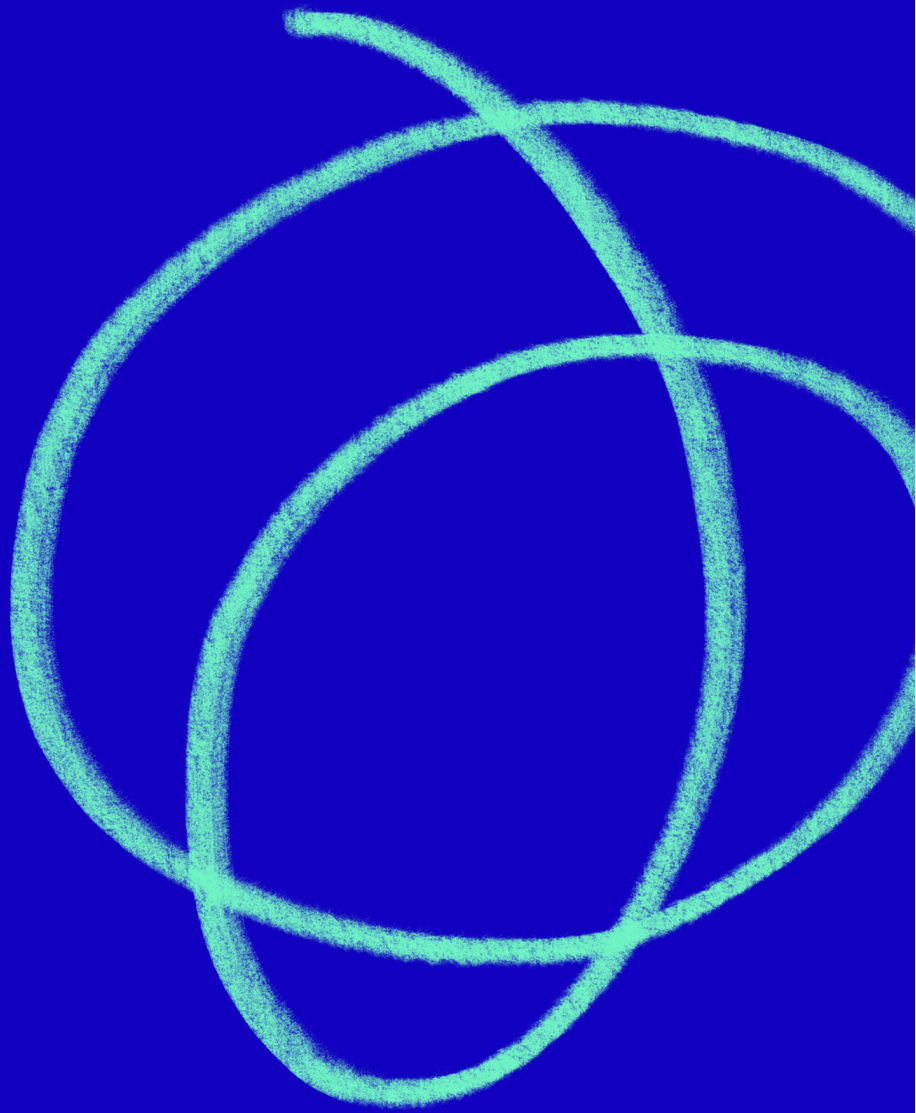
How to apply

If you would like to find out more about this opportunity, email kerry.robinson@teessidemind.org.uk or call 01642 257020.

Please complete the online application form.

Assessments/Interviews planned for the 15th and 17th October.

Closing date for applications: Monday 7th October, 9am



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Middlesbrough,
TS4 2QX

Call: 01642 257020

Email: info@teessidemind.org.uk

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