

Vision:

A future where fairer access to physical activity and sport narrows the gap in occupational, health and social outcomes, allowing everyone to benefit in a way that is meaningful to people's lives.

Job Title: HR Manager

Location: Chelmsford, Essex

Closing date: 2nd October 2026

Accountable To: Co-CEO's

Responsible for: Operational function & HR assistant

Contract	1-year fixed term contract
Time	22.5 hours per week, worked as three 7.5-hour days: two days based in the Chelmsford office and one day working from home
Salary Range	£42,342 - £52,275 FTE depending on experience
Location(s)	Chelmsford office X 2-and 1-day WfH
Annual Leave	26 days annual leave full time equivalent including 1 birthday leave – in addition – the employee is entitled to a pro rata allowance in respect of bank holidays.
Employee Benefits and Wellbeing	○ An opportunity to make a real difference and impact to people's lives locally in your community ○ Enhanced parental leave & family friendly benefits ○ Excellent training opportunities including two specific dedicated weeks to CPD annually ○ Flexible working ○ Employee Assistance Programme ○ Occupational sick pay ○ Two volunteer days yearly ○ Dog friendly office ○ Eyecare scheme ○ Free flu vaccination ○ Christmas closure & Birthday leave

About Sport for Confidence

Sport for Confidence CIC is an Occupational Therapy-led organisation that centres and prioritises the needs of people and communities furthest away from physical activity and sport. We work locally and nationally to narrow the gap in occupational, health and social outcomes, enabling people to participate in ways that are meaningful to their lives.

Our approach brings together the expertise of occupational therapists, the physical activity workforce and people with lived experience. It is person-first, occupation-focused and systems-driven, recognising the relationship between the person, their environment, occupations and participation.

Occupational therapists are central to our practice. This is occupational therapy delivered within community and physical activity settings. Occupational therapists use their professional reasoning and core occupational therapy skills to understand what matters to people, identify barriers to meaningful participation, adapt environments and opportunities, and enable people to engage in the occupations and everyday activities that support their health, wellbeing, independence and sense of belonging.

Physical activity and sport provide a context and therapeutic tool through which occupational therapists can work towards wider occupational outcomes. The purpose is not simply to enable people to take part in sport or become more physically active, but to use meaningful participation to support people to do what they need and want to do in their everyday lives.

Our occupational therapists work within everyday community settings, including leisure centres, local communities and primary care. This place-based approach creates opportunities to work proactively and preventatively, address environmental and systemic barriers and support people earlier.

This reflects our commitment to Movement Beyond Medicine - moving beyond a solely medicalised or condition-focused approach and using occupation and physical activity to promote empowerment, choice, belonging, occupational justice and positive health outcomes.

Purpose

The HR Manager will lead a comprehensive HR service for Sport for Confidence while providing clear oversight of the organisation's central operational functions.

This is a blended HR and operations leadership role. The postholder will combine specialist HR expertise with practical operational leadership, helping to ensure that our people practices, systems and day-to-day operations are compliant, proportionate, well-coordinated and aligned with our strategic priorities.

Working directly with the Co-CEOs and closely with Heads of Service, the postholder will act as a trusted adviser on people, workforce and organisational matters. They will provide professional challenge where needed, enable managers to lead their teams effectively and translate organisational priorities into workable processes.

The postholder will line-manage and develop the HR Assistant and provide agreed leadership & oversight to employees working within the operations function. They will set priorities, maintain appropriate controls and assurance, and make sure administrative activity is delegated at the right level.

We are looking for someone who is comfortable moving between strategic leadership and practical delivery and who can bring clarity, sound judgement and a values-led approach to a growing organisation.

HR Operations and Employee Lifecycle

- Lead HR practice across the organisation and oversee all stages of the employee lifecycle.
- Provide timely, practical and legally compliant HR advice to the Co-CEOs, Heads of Service, managers and employees.
- Apply sound HR knowledge and professional judgement to people-related decisions, escalating for specialist legal advice where appropriate.
- Oversee contracts, employment documentation and contractual changes, with routine preparation and record updates completed by the HR Assistant.
- Maintain and develop HR policies, procedures and guidance so that they remain relevant, accessible and compliant with employment legislation.
- Set standards for HR records, systems and documentation and assure compliance with confidentiality and data-protection requirements.
- Oversee probation and review arrangements, ensuring managers complete timely, fair and documented reviews.

Recruitment, Onboarding, Induction and Learning

- Lead and improve end-to-end recruitment, including role scoping, job documentation, inclusive advertising, selection design, offers and pre-employment checks.
- Advise recruiting managers on fair, consistent and safer recruitment practice and participate in recruitment activity for key roles.

- Monitor recruitment progress, candidate experience, time to hire and emerging attraction or retention risks.
- Oversee onboarding, induction and exit processes, with coordination and administration delivered by the HR Assistant.
- Identify organisational learning and development needs with the Co-CEOs and Heads of Service and coordinate an appropriate learning plan.
- Oversee mandatory-training compliance and evaluate whether learning activity is improving capability and practice.

Payroll and Employee Administration

- Oversee the payroll process, timetable, controls and relationship with the organisation's accountants, while the HR Assistant carries out day-to-day payroll processing.
- Review and authorise the monthly payroll submission prepared and processed by the HR Assistant before finalisation and payment.
- Ensure payroll changes are supported by accurate, approved documentation and that the Assistant completes submissions within required timescales.
- Resolve exceptions and escalated payroll queries with the accountants, employees and relevant managers.
- Provide management assurance over payroll accuracy and compliance through proportionate checks, reconciliations and documented approval.

HR, Operations and Organisational Development

- Align HR, workforce and agreed operational priorities with Sport for Confidence's strategy, vision and direction.
- Work with the Co-CEOs and Heads of Service to strengthen organisational systems, processes, role clarity and ways of working.
- Support workforce planning, organisational development and change-management activity.
- Use HR and workforce information to identify themes, risks and opportunities and support effective decisions.
- Develop an inclusive, positive, accountable and values-led culture and contribute to cross-organisational projects where the role can add value.

Employee Relations

- Lead and advise on employee relations matters, including performance, capability, conduct, grievance, absence, retirement, organisational change and redundancy.
- Provide managers with clear, proportionate advice and ensure matters are handled fairly, consistently, compassionately and in line with legislation and policy.
- Encourage early and informal resolution where appropriate while recognising when a formal process or specialist advice is required.

- Manage complex cases and ensure that decisions, correspondence and records are complete, accurate and appropriately confidential.

Leadership, Operational Oversight and People Development

- Provide day-to-day line management, supervision, workload direction and development support to the HR Assistant.
- Provide agreed oversight and coordination across the operations function, ensuring responsibilities, priorities and escalation routes are clear.
- Hold effective supervision, wellbeing, performance and development conversations with direct reports.
- Support Heads of Service and managers to strengthen their confidence and capability in managing and developing their teams.
- Assess operational capacity and infrastructure with the Co-CEOs and lead proportionate improvements with relevant colleagues.

Strategic Contribution, Workforce Reporting and Board Support

- Contribute HR and operational insight to organisational planning, workforce planning and change.
- Prepare accurate, proportionate and appropriately anonymised HR and workforce reports and updates for the Co-CEOs and Board.
- Monitor meaningful measures covering recruitment and retention, absence, employee relations, learning and development and other key people matters.
- Identify emerging workforce themes, risks and priorities and recommend practical responses.
- Provide assurance that appropriate HR policies, controls and workforce practices are in place and implemented effectively.

Professional Duties

- Attend professional meetings and appropriate training events as required.
- Maintain an appropriate continuing professional development record.
- Engage in regular supervision and the employee appraisal process.
- Comply with organisational policies and procedures, including those relating to annual leave, absence and time owing.
- Maintain confidentiality and professional standards in all aspects of the role.

Additional Responsibilities

- Complete all mandatory training and remain up to date with organisational policies and guidance.
- Keep the Outlook calendar and agreed work records up to date.
- Provide HR and operational leadership across the organisation as priorities and organisational needs evolve.
- Undertake other appropriate responsibilities commensurate with the level and purpose of the role.

Our Values



**Belonging
for Everyone**



**Driven by
Commitment**



**Caring
with Purpose**



**Championing
& Celebrating**



**Innovating
for Impact**



**Embracing
the Journey**

Belonging for Everyone – We go beyond including people, to actively challenge, enhance and improve systems and services, ensuring everyone has the opportunity to experience a sense of belonging.

Driven by Commitment – We are deeply committed to making a difference in people's lives, believing that sport and physical activity can ignite lasting change and transformation.

Caring with Purpose – We lead with humility, empathy, compassion, and kindness, building strong, supportive relationships that prioritise wellbeing and dignity.

Championing & Celebrating – We focus first on the aspirations of the people and communities we serve, listening to, celebrating, and elevating the voices of lived experience.

Innovating for Impact – We continuously evolve, finding creative and effective ways to break down barriers and transform lives.

Embracing the Journey – We are always learning, growing and building a more equitable future together, being brave and trying to do better.

**Person
Specification**

Selection Criteria	Essential	Desirable	Measurement Curriculum Vitae - CV Interview - IN Assessment - AS
Education / Qualifications	CIPD Level 5 Associate Diploma in People Management (or equivalent recognised HR qualification), or demonstrable equivalent professional HR experience at management level. Evidence of continuing professional development and up-to-date knowledge of UK employment legislation and HR practice	CIPD Level 7 Advanced Diploma in Strategic People Management or equivalent. Chartered Member of the CIPD (Chartered MCIPD) or working towards Chartered status. Relevant degree or postgraduate qualification in HR, People Management, Business Management or a related discipline.	CV CV/IN CV/IN CV/IN
Knowledge	Strong and current working knowledge of UK employment legislation and its practical application. Strong working knowledge of HR policies, procedures and good practice. Sound understanding of the full employee lifecycle	Knowledge of HR practice within a social enterprise, healthcare, community or other values-led organisation. Mental health awareness or relevant training.	CV/IN CV/IN

	and the challenges that may arise at each stage. Good understanding of employee relations processes, including conduct, capability, grievance, absence management and organisational change. Understanding of effective organisational and operational systems and processes. Understanding of workforce planning, organisational development and people-related governance. Understanding of confidentiality, data protection and the appropriate handling of sensitive employee information.	Understanding of Board-level workforce reporting and governance.	CV/IN IN
Skills/ Experience	Significant HR generalist experience at HR Manager, HR Business Partner or equivalent level. Demonstrable experience of independently advising senior leaders on complex people, workforce and employment matters. Experience of providing professional HR advice and support across the full employee lifecycle.	Experience within a growing organisation, social enterprise, healthcare, community or values-led environment. Experience of working closely with CEOs, Directors or an executive leadership team.	IN IN/AS IN

	Experience of managing complex employee relations cases, including performance, capability, conduct, grievance, sickness absence and organisational change. Experience of developing, reviewing and implementing HR policies, procedures and people practices. Experience of managing or overseeing an end-to-end payroll process. Experience of supporting recruitment, onboarding, induction, probation, appraisal and exit processes. Experience of working strategically as well as operationally, with the ability to move confidently between the two. Experience of supporting organisational change, workforce planning or organisational development activity. Experience of providing leadership, supervision and development to others. Previous line management responsibility	Experience preparing HR and workforce information, reports or papers for a Board or senior leadership team. Experience contributing to Board assurance, governance or organisational reporting. Experience overseeing or contributing to wider organisational operations alongside an HR remit. Experience leading or supervising employees working within an operations function. Experience of developing or improving organisational systems, processes and ways of working. Experience using HR data, workforce metrics	IN/AS IN/AS
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	Strong interpersonal and communication skills, with the ability to communicate sensitive or complex information clearly and appropriately. Excellent written communication skills, including the ability to produce professional reports, papers and workforce documentation. Excellent organisational and time-management skills, with the ability to manage competing priorities. Strong analytical and problem-solving skills with excellent attention to detail. Ability to interpret HR and workforce information and identify themes, risks and priorities.	or management information to support organisational decision-making. Experience supporting managers to develop their people-management capability.	
Leadership & Management	Ability to provide confident and supportive leadership to the HR Assistant and relevant members of the Operations Team. Ability to provide clear direction while enabling others to take responsibility and develop within their roles. Ability to hold effective supervision, performance and development conversations.	Experience developing the confidence and capability of managers or team leaders.	IN/AS IN/AS IN/AS

	Ability to support Heads of Service and managers with people-management matters. Ability to work collaboratively with the Co-CEOs and Heads of Service while maintaining appropriate professional independence and judgement. Ability to identify where operational systems, capacity or ways of working need to develop and support improvements.		IN/AS IN IN/AS IN/AS IN IN/AS IN
Personal qualities	Self-motivated and able to work autonomously while also contributing effectively as part of a wider team. Professional, credible and confident when working with employees, managers and senior leaders. Able to maintain confidentiality and act with discretion, diplomacy and sound professional judgement. Empathetic and person-centred in approach.		CV/IN IN/AS IN/AS

	Calm and considered when managing sensitive, complex or stressful situations. Proactive, adaptable and comfortable working within a changing organisation. Able to move comfortably between strategic priorities and practical operational delivery. Commitment to equality, diversity, inclusion and creating a culture of belonging. Commitment to ongoing professional development and reflective practice.		
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Apply!

If you are interested in the role, please do get in touch through our careers@sportforconfidence.com email account.

We would like to see a CV and cover letter but also open to video entries and or other accessible means of declaring an interest!

If you would like to discuss the job over the telephone, please contact:

Jake Turner, Co-CEO, 07566200070.

Equality, diversity and inclusion (EDI) statement

Equality, diversity and inclusion is at the core of Sport for Confidence's vision to continue developing high quality services and to be an organisation where people feel valued at work.

We are committed to ensuring that our organisation is an environment that support and values diversity and promotes equality of opportunity.

We recognise that by respecting and valuing people's differences, this includes all protected characteristics under the Equality Act 2010 [[Protected characteristics](#)] as well as other vulnerable groups, we become an equitable and inclusive organisation for our participants, staff, volunteers and our communities.

Sport for Confidence actively seeks to recruit a workforce that reflects the diversity of the communities that we work in, and we ensure that our recruitment processes are fair and inclusive.

Sport for Confidence is proud to stand firm against all forms of prejudice and discrimination, and actively seeks to challenge both prejudice and discrimination in our communities through our everyday work.

Safeguarding statement

Sport for Confidence holds, as one of its highest priorities, the safeguarding of all who use its services and who work or volunteer for us.

We ensure that everyone who is connected to our organisation is safe and protected from abuse and exploitation. This includes taking action to prevent abuse and mitigate the risks of this occurring, as well as ensuring that any allegations of abuse are taken seriously and anyone experiencing abuse is protected and their welfare promoted.

Sport for Confidence acknowledges that one of its fundamental commitments to safeguarding is that we recruit safely.

We are committed to recruiting suitable people by complying with all statutory legislative requirements and guidance.

We follow a rigorous selection process to discourage and screen out unsuitable applicants by:

- Exploring any gaps in employment, or where a candidate has changed employment or location frequently and ask candidates to explain this
- Verifying their identity
- Verifying their right to work in the UK
- Verifying their professional qualifications
- Obtaining Disclosure and Barring Service and other pre-employment compliance checks (as appropriate)
- Obtaining professional references

- Carrying out further additional checks as appropriate
- All successful candidates will be subject to the Sport for Confidence probation procedure.

General Data Protection Regulation (GDPR) Statement

Sport for Confidence takes its obligations under GDPR and applicable data privacy law seriously and is committed to protecting the privacy and security of all information we hold.

It is very important to us to ensure that all the personal information you provide to us is treated with the utmost respect and your data privacy rights are safeguarded, all in accordance with our GDPR Privacy Notice and policy. If you would like more information, please email: The Sport for Confidence Team:
info@sportforconfidence.com