

Exciting Opportunity: Maternity Cover HR Manager

Salary: £28,672.00 (pro-rata)

Part time, Fixed term contract until February 2025

Are you a dynamic HR professional looking for a rewarding temporary role? We are seeking a talented individual to join our team as a Maternity Cover HR Manager, supporting our organisation during an exciting period of growth and change. This is a great opportunity for an individual looking to take that next step within their HR career.

Who are we?

Bookspeed is an imaginative, energetic, and very customer-focused place to work. We have two driving aims—to ensure our customers' success, because we can only thrive if they do, and to make Bookspeed a safe, friendly, and inclusive workplace for everyone on the team.

We are a wholesale book distributor, devising ranges of books for retailers from big High St chains, national visitor attractions and garden centres to small owner-run businesses, from quirky gift shops to grand castles and country houses. We've been doing this for over 30 years and we're good at it because we love doing it!

About the role:

As our Maternity Cover HR Manager, you'll play a pivotal role in managing our HR function and ensuring the smooth operation of our people-related processes. You will oversee everyday HR tasks such as recruitment, employee relations, reporting, training and much more; working closely with managers and employees to promote a positive and inclusive workplace culture. You will also manage and coordinate our employee engagement survey project to ensure we are continuously developing our people's experience.

Due to company growth, we are expanding and have recently purchased a new warehouse – next door to our original home! This will likely take place late summer, and this role will also play a fundamental part in ensuring smooth transition alongside operational requirements.

Key responsibilities:

- Managing end to end recruitment processes alongside our Operations Support Assistant
- Directly manage Operations Support Assistant, providing support, leadership, and development
- Provide guidance and support to managers and employees on HR policies, procedures and best practices
- Handle any employee relations matters whilst coaching managers
- Manage HR administration tasks alongside Operations Support Assistant
- Ensure compliance with company procedures
- Coordinate roll out of employee engagement survey, analysing results and creating action plan based on results alongside the Leadership Team

Who you are:

- An experienced HR professional who can think outside the box whilst maintaining compliance
- You will be hands on, approachable, with a passion for continuous improvement
- Ideally, you will have experience or have been part of rolling out an employee engagement survey business wide, implementing initiatives to assist with improvement areas whilst celebrating success areas

Perks & benefits:

- A supportive and inclusive work environment where your ideas are heard
- Opportunities to learn, grow and develop your skills
- Staff socials which include pizza Fridays and yoga!
- Heritage site passes, staff discount on all books, and much more

Terms:

- This is a temporary role covering maternity leave which we envisage will run until February 2025.
- This is a part-time role (32 hours per week) and the schedule can be agreed. We operate a hybrid policy, however due to the role, envisage at least 2 days per week onsite.
- 32 holidays per annum (pro-rata)

If you wish to apply, please forward your CV and cover letter to recruitment@bookspeed.com

A job description is available on request. We look forward to receiving your application.

Bookspeed is an equal opportunity employer committed to diversity and inclusion in the workplace. We welcome applicants from all backgrounds and walks of life.