

## Making a difference throughout Scotland

Since 1996, Foundation Scotland has distributed significant funding to charities and community groups across the country, creating happier, fairer, and more sustainable communities.

We support philanthropists to help their personal giving make the most difference. We work with donors to invest in community action that enables people and places to flourish. We work alongside communities to ensure that local funds are distributed by communities themselves. We offer social investment opportunities to enable social enterprises, community organisations and charities to grow and deliver positive social impact. For a quick introduction to how we make a difference, [watch our animation](#).

## The Context and Role Purposes

Reporting to the People & Culture Business Partner, this role plays a vital part in delivering high quality HR services across the Foundation. It combines contribution to the delivery of People Projects and the effective delivery of day-to-day HR operations.

As a key point of contact for employees and managers, the HR Executive provides support across the full employee lifecycle including recruitment, onboarding, performance, development, and departures. The role requires a strong balance between proactive project work and responsive, solution focused support on everyday HR matters.

### Working with:

- People & Culture Business Partner
- Line managers
- All staff members
- External partners: such as HR, legal, reward, recruitment

## Core Responsibilities

### Employee Relations & HR Advisory

- Serve as a trusted first point of contact for employees and managers, providing clear, timely and solution focused HR advice across all stages of the employee lifecycle.
- Act as an internal subject matter expert on our policies and employment legislation, ensuring compliant decision making and drawing on external legal or HR specialists where required.
- Support managers with day-to-day people matters including performance, wellbeing, attendance, and conduct issues.
- Maintain high quality, confidential HR records and ensure all employee information is managed in line with GDPR and organisational standards.

### Operational HR Delivery

- Coordinate core HR processes such as recruitment, onboarding, contract changes, probation reviews and leaver processes, ensuring a smooth and consistent employee experience.
- Maintain oversight of operational areas with wellbeing and health & safety implications, escalating risks proactively.
- Prepare accurate HR documentation including letters, contracts, reports, and employee communications.
- Ensure HR systems and databases are up to date, support reporting cycles and audit, and contribute to the maintenance of reliable people data.

**Culture, Engagement & Wellbeing**

- Monitor employee experience touchpoints and contribute to activities that promote a positive, inclusive and supportive working culture.
- Support the delivery of wellbeing initiatives, engagement surveys and pulse checks, analysing feedback and identifying actionable themes.
- Build effective, trusted relationships across the organisation, enabling the HR function to be viewed as approachable, credible and people centred.

**Policy, Process & Compliance**

- Support the development, review and improvement of HR policies, procedures and toolkits to ensure consistency, compliance and organisational relevance.
- Assist in embedding policies and people processes through training, communications, and coaching of managers.
- Keep up to date with changes in employment legislation and HR best practice, ensuring internal processes remain compliant and fit for purpose.

**Digital & Data Capability**

- Use HR systems, digital tools and Microsoft 365 applications confidently to support HR service delivery.
- Produce and interpret people data and analytics to inform decision making, identify trends, and contribute to management information reporting.

**Collaboration & Stakeholder Support**

- Work closely with the People & Culture Business Partner, line managers, and the Employee Experience team to ensure coordinated and effective delivery of HR services.
- Contribute to cross team collaboration, attending meetings and working groups as required to support organisational priorities.

**Continuous Improvement**

- Support the design and delivery of people centric projects, including recruitment and onboarding processes and materials.
- Proactively identify opportunities to improve HR processes and employee experiences, recommending enhancements that support a consistent, high quality service.
- Support the embedding of new ways of working, systems or policies through communication, training and ongoing support.

## Person Specification

### Education /Qualifications/ Experience

- Chartered membership of the Institute of Personnel and Development (CIPD) (or part way through study).
- At least three years' experience of working as an HR professional.

### Specialist Expertise – People Development and HR

- Good knowledge of employment law and good practice.
- HR experience, providing support across a wide variety of people policy and practice.
- Experience of coordinating staff engagement activities and learning & development initiatives.

### Interpersonal, Communication and Management Expertise

- Excellent interpersonal and communication skills, highly competent in bringing data to life in both verbal and written communication.
- Capable of developing trusting, collaborative and effective relationships across an organisation.
- Demonstrable experience of capturing key information and using it effectively to influence change internally.
- Experience of working in evolving situations, and able to think laterally about how to move work forward.

### Digital Expertise

- Capable in the use of a range of digital platforms for productivity, management, and delivery of the role, with a particular focus on MS Office suite, HR database, and relevant communications platforms and tools.
- Competent in use of people data metrics/analytics to support monitoring and reviewing, reporting, engagement and identifying areas for improvement.

### Flexibility and Eligibility

- Eligibility to work in the UK.
- Able and willing to occasionally travel for work within Scotland.

**The role level is defined at Grade D.**