

RECRUITMENT PACK

People Lead

Closing date: **THURSDAY 27 AUGUST 2026**, 9am

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Dear Candidate,

We know that third sector organisations across Leeds make a real difference to people's lives every single day – and our job is to help those groups and organisations thrive. We're committed to doing that with passion, and guided by our values of Equity, Diversity and Accountability.



Right now, powerful social action is more needed than ever – and at the same time, it's harder to achieve. That's why the role of the third sector is so vital. We're looking for people who believe in our mission, who care deeply about communities, and who want to be part of something that truly matters.

If that sounds like you, we're really glad you're here. Wishing you the very best of luck with your application – and whatever comes next.

Anna Martin, Chief Executive Officer



People Lead

NJC SO1, points 23-25. Starting salary £34,434

37 hours per week

Permanent role

We are looking for a values-led People Lead to strengthen our people practices, support effective governance, and help our organisation operate confidently, fairly and compliantly. This is a varied and influential role, working closely with the Chief Executive Officer, senior leaders, managers and trustees to ensure our HR, governance and organisational systems are clear, well managed and aligned with our mission.

The postholder will provide practical and strategic HR support across the employee lifecycle, while also co-ordinating high-quality governance arrangements for the Board and its committees.

About us

VAL is the leading third sector 'infrastructure' organisation in the city. We provide support on volunteering for individuals and organisations, as well as training, funding advice, information, and sector advocacy to enable the third sector to be more effective in making a difference for communities.

We know that our work helps to provide a vital foundation through which other organisations can thrive.

About you

The ideal candidate will bring excellent communication and written skills. You will be organised, trusted and proactive, with the confidence to advise on sensitive matters, improve processes and maintain accurate records.

You will provide practical and strategic HR support across the organisation and coordinate high-quality governance arrangements for the Board and its committees.

For the right candidate, this role offers an exciting opportunity to make a meaningful contribution and help shape work that has a lasting impact within the organisation.

Employment details

- 28 Days Holiday + 1 additional day for each year of service up to 5 years + 11 days public holidays (pro rata)
- 6.5% Employer pension contribution
- Flexitime
- Simply Health Plan
- Mindful Employer
- Responsible to: Business Development Manager
- NJC SO1, points 23-25. £34,434 - £36,363
- 37 hours per week on a permanent contract

Timetable for recruitment:

- **Deadline for applications:** Thursday 27 August 2026 at 9am
- **Shortlisting:** Friday 28 August 2026 and Monday 31 August 2026
- **Interviews:** Tuesday 8 September 2026

The following application supporting documents can be found with this role advert:

1. [Information for Applicants](#)

2. [Equality and Diversity Monitoring Form](#)

Please submit your covering letter, Curriculum Vitae and Equality & Diversity monitoring form (should you choose to complete this) to: recruitment@val.org.uk

Purpose of role

- The purpose of the role is to positively promote and work within the spirit and boundary of VAL's strategic vision, mission and values.
- To develop and strengthen our people practices, support effective governance, and help our organisation operate confidently, fairly and compliantly.
- To work closely with the Senior Management Team and Board of Trustees.

Duties and responsibilities

- Oversee accurate HR records, contracts, personnel files and reporting, ensuring confidentiality and data protection requirements are met.
- Provide clear, timely and practical HR advice to managers and staff, ensuring policies are applied consistently and fairly.
- Maintain and review HR policies, procedures and templates to support legal compliance and good practice.
- Work closely with the organisation's HR partners and advisors to support effective HR practice.
- Coordinate internal recruitment, onboarding, induction, probation, performance management and exit processes.
- Coordinate external recruitment processes.
- Support employee relations matters, including absence, conduct, capability and grievance processes, escalating specialist advice where required.
- Provide recommendations to the Senior Management Team on HR and governance processes.
- Oversee effective administrative support for VAL's internal governance structures, including the Trustee Board, Annual General Meeting and relevant committees.
- Support trustee recruitment processes.
- Lead the organisation's work to ensure compliance with the UK General Data Protection Regulation and related data protection requirements.
- Support the Business Development Manager in drafting tenant contracts, monitoring timely rent payments and resolving tenant-related issues.

- Recruit, support and coordinate administrative volunteers.
- Oversee the maintenance contracts for the building.
- Attend regular supervision meetings and proactively maintain skills and knowledge by undertaking relevant training, learning from colleagues and accessing opportunities to build experience.
- Lead on VAL's Mindful Employer wellbeing initiatives and champion a positive, inclusive organisational culture.
- Undertake other appropriate duties, including working at alternative locations or outside normal hours where required, as requested by the line manager.
- Contribute to VAL's long-term sustainability by supporting organisational stability and the continued delivery of strategic priorities.

Person Specification

Essential

Experience, Skills and Abilities:

- Experience of providing HR support in a people-focused environment.
- Ability to establish and maintain effective working relationships within VAL, with tenants and contractors.
- Ability to build positive working relationships with staff, managers, trustees and external advisers.
- Ability to communicate clearly, positively and sensitively with a range of audiences, both verbally and in writing, including through presentations, online platforms and digital media.
- Excellent organisational skills, self-administration and time management skills with the ability to manage competing deadlines and maintain accurate records.
- Ability to manage a challenging and complex workload.
- Experience of working with sensitive and confidential information.
- Ability to deal with day-to-day interruptions and re-prioritise work as situations arise.

- Continued professional development through undertaking training and participating in other learning opportunities.
- A commitment to equity, diversity, inclusion and the values of the organisation.

Desirable

Experience, Skills and Abilities:

- Experience working in a charity, voluntary sector, membership or not-for-profit organisation.
- Knowledge of charity governance, trustee support, risk management or regulatory compliance.
- Experience of using and improving HR, governance and administrative systems.
- Experience of using data management or CRM systems.
- CIPD qualification or equivalent experience.

Knowledge and Qualifications:

- Knowledge of operational/transactional HR.
- Excellent operational knowledge and experience of Windows 365 applications and the Microsoft Office environment, including Sharepoint, Teams, Word, Excel and Powerpoint.
- Awareness of confidentiality, GDPR and Safeguarding.

Special Conditions:

- Commitment to personal and professional development.
- Eligibility to work in the UK

Equality and Diversity statement

VAL aims to promote equality and diversity as an employer and seeks to ensure that equality and diversity principles underpin all areas of the organisation's work and service provision.

VAL recognises that many people and groups suffer discrimination and face serious barriers when trying to fulfil their true potential. It also recognises that not all forms of unreasonable and unfair discrimination are the subject of legislation. It is the aim of this organisation to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do a job for this organisation or to their eligibility to receive services from us.

In most cases it is unlawful to discriminate against people because of their gender or gender assignment, pregnancy and maternity, race, colour, nationality, ethnic and national origin, sexuality/sexual orientation, religion or belief, age, or because they are disabled, married or in a civil partnership, a member of a trade union, work part time or on a fixed-term contract. It is also unlawful to discriminate against people either because they are perceived to have a certain characteristic or because they associate with someone who has a certain characteristic.

However, we recognise that people may experience discrimination for many additional social, educational, and economic reasons such as their language, health, caring responsibilities, trade union activity, where they live, how they speak and whether they work flexibly. This policy will apply equally to all these circumstances.

VAL will not tolerate discrimination, harassment, bullying, victimisation, or abuse of people who are members of staff or of people connected with the services provided by VAL.

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