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| **Female\* Human Resources Manager**  We have a rewarding opportunity available for a **Female\* Human Resources Manager** to join our team based in **Bristol**.You will join us on **Permanent** basis, working either **full time 37.5 hours per week** (Monday to Friday) or **part-time 30 hours per week**, and in return you will receive a competitive salary of **Point 30 £40,777 per annum** (pro rata for part-time hours), plus **benefits**.  Established in 1983 Bristol MISSING LINK is a leading provider of Housing and Support Services to women with mental health and housing related support needs in Bristol.  Missing Link is the parent organisation to NEXT LINK domestic abuse services and SAFE LINK sexual violence services.  In return for joining us, we will offer you:   * Up to 30 days annual leave (depending on length of service) * 3 extra holidays including International Women’s Day * Excellent development and training opportunities * Employer pension contribution (minimum 5% of your gross salary) * Mindful Employer Plus Scheme * Cycle to Work Scheme * Long Service Awards * Health and Wellbeing programme   About the role:  As our Female\* Human Resources Manager you will be responsible for providing guidance and training to Managers. You will also supervise, oversee, lead and manage the Human Resources team to provide an efficient Human Resource administration service. You will uphold Missing Link’s policies and good practice guidelines and procedures, and participate and contribute as a member of the staff team.  Key duties and responsibilities of our Female\* Human Resources Manager:   * To provide information, advice and guidance to managers on the interpretation of statutory employment law, disciplinary matters, ill-health and other employment matters. * To provide information, advice and guidance to managers and staff on the organisation’s policies and procedures in relation to employment. * To manage the timely and accurate delivery of administrative activities for the employee life cycle including new starter, life cycle changes and leavers within agreed performance levels and to comply with all statutory requirements. * To maximise the capabilities of our Sage HR system. * To liaise closely with other areas of Missing Link in particular payroll and finance to answer queries and raise any potential issues. * To ensure an efficient and accurate recruitment process in line with current legislation from start to end to include advertising, managing applications, shortlisting, administrative support for interviews, references, DBS, offer letters and employment contracts. * To liaise with recruitment agencies as required and ensure that optimum arrangements are agreed. * To oversee and co-ordinate the employee training programme and ensure accurate records are held. * To oversee Health and Safety assessments for employees as required and ensure that appropriate measures are put in place as required. * To ensure that annual leave entitlement calculations are accurate and that records of leave taken are up to date. * To ensure that team leaders are recording employee sickness and other forms of absence and that information is given to payroll. * To ensure that all employee personnel files are accurate and up to date. * Monitor and evaluate current performance levels within the team, with a view to identifying ways of improving performance levels.   This is not an exhaustive list of your duties and outlines the general ways in which it is expected you will meet the overall requirements of this post.  What we are looking for in our ideal Female\* Human Resources Manager:   * A CIPD qualification or similar. * Significant operational Human Resource and legal experience. * Experience of providing general Human Resource administration services using system administration activities on a Sage HR System, or similar complex Human Resource system. * Strong IT skills including use of complex Human Resource systems and Excel, highly analytical with the ability to manipulate data as required, and demonstrating a high level of attention to detail. * Experience of streamlining systems. * Experience of working to strict deadlines and managing a busy workload. * Experience of managing a team.   How to apply  Pleasedownload the Application Pack from our website and complete the Application Form. Please submit your Application by **5pm** on **Friday 17th October 2025.** Please do not send CVs. Interviews will be held on **Thursday 23rd October 2025.**  HR.E[nquiries@missinglinkhousing.co.uk](mailto:nquiries@missinglinkhousing.co.uk) [www.missinglinkhousing.co.uk](http://www.missinglinkhousing.co.uk) |



*Missing Link is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse, and expects all staff and volunteers to share this commitment. Missing Link is committed to Equal Opportunities. \*Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement.)*