

HR Project Lead

Role Profile & Person Specification

Location	Home-based or based at one of our Trust sites in Reigate, Guildford, Ashford or Aldershot, with travel between sites as required.
Accountable to	Chief Financial & Operating Officer (CFOO)
Contract	Self-employed contract for services, inside IR35
Daily rate	£270 - £300 gross per day

Role Purpose:

To lead and project-manage strategic HR alignment initiatives across Inclusive Education Trust (IET). The role exists to support the continuous development of a modern, consistent, and equitable framework for support staff reward, terms and conditions, and HR policies, supporting Trust growth and integration.

Key Outputs & Specific Project Accountabilities:

- **HR Alignment & Development:** Lead project activities to map, align, and streamline support staff pay structures, terms, conditions, and core HR policies across the Trust.
- **Policy & Framework Harmonization:** Review existing employee terms, benefits, and local policies to create clear, modern, and unified Trust-wide frameworks that promote fairness, transparency, and consistency.
- **Stakeholder & Union Engagement:** Facilitate positive ongoing communication and consultation with key internal and external stakeholders, including staff representatives, trade unions, and specialist advisors.
- **External Resource Coordination:** Oversee the operational liaison with external HR and legal advisors to ensure timely and effective input into project deliverables.
- **Implementation Planning:** Develop clear delivery schedules and implementation plans to support seamless rollouts and operational transitions across all Trust sites.

Qualifications & Professional Standing:

- Degree qualified or equivalent vocational experience demonstrating continuous professional development through progressively demanding HR/Project roles.
- CIPD qualification or equivalent professional HR / Project Management accreditation (e.g., PRINCE2, Agile) or demonstrable equivalent knowledge.

Experience & Knowledge:

- Proven track record of successfully leading complex HR projects through to completion.
- Demonstrable experience (ideally) in harmonising pay, reward structures, benefits, or contract terms.
- Experience in the education sector and working with trade unions is desirable, but not essential.
- Strong written/oral communication, stakeholder management, negotiation, and collaborative problem-solving skills.

Details of the specific qualifications and/or experience if required for the role in line with the above description:

- Satisfactory Enhanced DBS with CBL clearance is required. (the trust can obtain for you)
- Willingness and ability to travel across Trust sites (Reigate, Guildford, Ashford, Aldershot) as required (with suitable car insurance for business use).
- Ability to work hours flexibly across the month by agreement to match project milestones.
- Right to work in the UK