November 2026

Job Pack for Head of Human Resources (Fixed Term Contract, Flexible)

JustRight Scotland is looking for an experienced and values-driven senior manager to join our Executive Team as Interim Head of Human Resources.

This is a unique opportunity for a senior HR professional who enjoys both strategic leadership and operational delivery to join the Executive Team at JustRight Scotland. While the role retains oversight of organisational operations, the immediate priority will be leading our people function and supporting an engaged, high-performing and inclusive workforce.

You will provide senior leadership across HR, people management, organisational compliance, governance support and operational systems, working closely with the CEO, Trustees and staff team.

We are seeking someone who:

- Has substantial senior HR experience.
- Has managed complex employee relations matters.
- Can provide confident advice to managers and leaders.
- Understands employment law and HR best practice.
- Can lead organisational change and improvement.
- Shares our commitment to human rights, equality and inclusion.

We offer

- Flexible working arrangements.
- Generous annual leave entitlement.
- Employer pension contribution.
- Hybrid working model.
- Opportunity to contribute to a leading human rights organisation.

Appointments are ordinarily made at the minimum salary point. Exceptional candidates may be appointed at a higher point in accordance with organisational policy.

This job application pack contains the following information:

- About JustRight Scotland
- Job Description
- Person Specification
- Application

JustRight Scotland (JRS) strives to be an equal opportunities employer and is committed to equality and diversity. We support flexible working where possible. We are Disability Confident Committed and will make reasonable adjustments for disabled candidates including offering a guaranteed interview to disabled candidates who meet

the minimum criteria. We value the expert contribution of those with lived experience of the issues that JRS exists to tackle.

Please read the Job Description and Person Specification carefully and consider it when writing your responses to the questions below. It sets out exactly what we are looking for and should frame the way you complete this application form.

Where we specify a word limit that is the maximum and any words over the limit will be disregarded. However, there is no need for you to feel the need to write to the limit if you can answer the question in fewer words. Feel free to use bullet points or lists where helpful.

Should you wish to discuss the role, including reasonable adjustments or anything else relating to a disability in connection with this recruitment exercise, then please contact Natalia on 0141 406 5350. She will arrange for you to have a confidential discussion.

The closing date for applications is **5:00 PM on December 1st, 2026.** Interviews will take place **December 10th, 2026** (please note this is a provisional date.) These will be held in person unless you require a different arrangement.

Please email completed applications to Natalia Uribe at recruitment@justrightscotland.org.uk with the header **PRIVATE AND CONFIDENTIAL.**

If you require to receive this information in a different format, or have any other questions about applying, please contact Natalia on 0141 406 5350.

Yours sincerely,

Daniel Evans
Chief Operation Officer
JustRight Scotland

JustRight Scotland

The successful candidate will be employed by JustRight Scotland (JRS) which is Scotland's legal centre for justice and human rights. We use the law to defend and extend people's rights.

We believe in inclusion and social justice collaboration, which means that all our work is focused on addressing gaps in access to justice which lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research and delivering training and outreach.

We operate **four centres of legal excellence**:

1. Scottish Refugee and Migrant Centre;
2. Scottish Women's Rights Centre;
3. Scottish Anti-Trafficking and Exploitation Centre, and;
4. Scottish Just Law Centre.

We also have a policy, research and training hub, JustRight for All, which supports our wider awareness raising, legal education and influencing work.

Our teams work together holistically.

All of our legal services are delivered through JustRight Scotland LLP, as required by Scottish solicitor regulation. Scotland LLP, as required by Scottish solicitor regulation.

You can find further information about our vision, our values and our work at www.justrightscotland.org.uk

Job Description

Job title:	Head of Human Resources
Reports to:	Chief of Operations
Length of contract:	Fixed-term for six months. Can be extended dependent on organisational need. Flexible 25-35 hours per week.
Salary:	Pay Band 5 (£50,215 - £55,184 FTE)
Leave:	38.5 days (pro rata, inclusive of public holidays and flexible working)
Location:	Hybrid - JRS Office & Home-Working

Job Purpose and Context:

To provide strategic and operational leadership for the organisation's people function and wider operational infrastructure during a period of organisational need.
The post-holder will lead workforce strategy, employee relations, organisational compliance and operational management while contributing as a member of the Executive Team.

Key Responsibilities:

Strategic Leadership:

- Contribute to organisational leadership as a member of the Executive Team.
- Lead implementation of people and workforce priorities.
- Support organisational planning and change initiatives.
- Advise the CEO, Senior Executive Team and Trustees on strategic HR and operational matters.

People and HR:

- Lead all HR operations and employee relations activity.
- Support managers with disciplinary, grievance, absence and performance issues.
- Maintain and develop people policies and procedures.
- Lead recruitment, onboarding and offboarding activities.
- Oversee workforce wellbeing initiatives.
- Prepare reports and recommendations for the HR Committee.

Governance and Compliance:

- Support compliance with employment law and regulatory requirements.
- Oversee data protection arrangements and information governance.
- Support compliance reporting to statutory bodies.

- Maintain organisational policies and risk management arrangements.

Finance and Operations:

- Oversee payroll administration and pension arrangements.
- Support budget monitoring and operational planning.
- Manage operational suppliers and contracts.
- Ensure facilities and IT arrangements meet organisational needs.

Leadership and Management:

- Provide line management and support to operational staff.
- Promote collaborative and inclusive working practices.
- Develop operational systems and processes.

General:

- To work independently but also collaboratively with other members of the JRS team and our other collaboration partners.

- To complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.

- To prioritise work effectively and ensure that work is completed professionally and to high standards.

- To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values of *collaboration, social justice, inclusion, empowerment, and innovation*.

- To conduct all work in line with JRS policies and procedures, including our Equalities and Diversity Policy.

Person Specification

		Essential	Desirable
Knowledge & Qualifications	Degree-level qualification or equivalent professional experience.	X	
	Chartered Member (MCIPD) or Chartered Fellow (FCIPD), or equivalent senior HR expertise.	X	
	Significant work experience in a senior HR leadership role.	X	
	Employment law and HR best practice.	X	
	Health and safety responsibilities.	X	
	Data protection and GDPR requirements.	X	
	Governance requirements within charities or similar organisations.	X	
Skills and Experience			
	Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language particularly in report or presentation skills.	X	
	Experience advising senior leaders and boards.	X	
	Experience of managing complex employee relations cases.	X	
	Experience developing HR policies and organisational procedures.	X	
	Experience leading organisational change projects.	X	
	Experience managing staff and developing teams.	X	
	Experience overseeing organisational compliance functions.	X	

	Excellent interpersonal and influencing skills.	X	
	Sound judgement and decision-making ability.	X	
	Ability to balance strategic and operational priorities.	X	
	Excellent organisational and project management skills.	X	
	Experience in the third sector or supporting charity governance.		X
	Experience acting as Data Protection Officer.		X
	Understanding of Scottish charity regulation.		X
	Knowledge of human rights-based approaches to management.		X
Qualities			
	A commitment to the promotion of human rights and working to increase access to justice in alignment with JustRight Scotland values.	X	
	A commitment to a collaborative, inclusive, human rights-based and trauma informed approach to leadership style.	X	
	Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity	X	
	A commitment to high level of integrity, solutions-focused approach and ability to work calmly under pressure.	X	

Application Form

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post.

You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

Please email completed applications to Natalia at recruitment@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL or post them marked "private and confidential" to Natalia, JustRight Scotland, 152 Bath Street, G2 4TB.

The closing date for applications is December 1st 2026 at 5.00pm. Interviews will take place December 10th , 2026 (please note this is a provisional date)

CONTACT DETAILS

Name

Address

Postcode

Email address

Phone numbers (Day) **(Evening)**

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed: Date:

Personal Details

Full Name	
Preferred Name	
Email Address	
Phone Number	
Address	

Candidate No. (for JRS only)	

Candidate No. (for JRS use only)	

Experience, Skills, and Additional Information

Essential Criteria
Please explain how you meet the following essential criteria. **You are not required to give a competency style/STAR answer but may be asked to do so at interview. (maximum of 150 words for each section)**

Demonstrate significant relevant experience, whether gained through paid employment, volunteering, education, or lived experience.	
Demonstrate Chartered Member (MCIPD) or Chartered Fellow (FCIPD), or equivalent senior HR expertise.	
Understanding of employment law and HR best practices.	
Understanding of health and safety responsibilities.	
Understanding of data protection and GDPR requirements.	
Understanding of governance requirements within charities or similar organisations.	

Excellent English written and oral skills, with the ability to communicate complex issues in clear, jargon-free, language particularly in report writing or presentation skills.	
Experience advising senior leaders and boards.	
Experience of managing complex employee relations cases.	
Experience developing HR policies and organisational procedures.	
Experience leading organisational change projects.	
Experience overseeing organisational compliance functions.	
Excellent interpersonal and influencing skills.	
Sound judgement and decision-making ability.	
Ability to balance strategic and operational priorities.	

Excellent organisational and project management skills.	
A commitment to the promotion of human rights and working to increase access to justice in alignment with JustRight Scotland values.	
A commitment to a collaborative, inclusive, human rights-based and trauma informed approach to leadership style.	
Understanding, awareness of, and commitment to, the principles and practice of equal opportunities and diversity.	
A commitment to high level of integrity, solutions-focused approach and ability to work calmly under pressure.	
Desirable Criteria	
Please explain whether and how you meet any of the desirable criteria from the person specification. Choose <u>no more than two</u> which you feel you best meet. (Maximum of 150 words for each section)	
Experience in the third sector or supporting charity governance.	

Experience acting as Data Protection Officer.	
Understanding of Scottish charity regulation.	
Knowledge of human rights-based approaches to management.	

Personal Statement
Please summarise why you would like to be appointed and why you are suited to this role. **(Maximum of 250 words)**

Candidate No. (for JRS use only)	

Employment History	
Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience / employment, then use an additional sheet of paper. You may include voluntary work if relevant.	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	
Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

RIGHT TO WORK IN THE UK

JRS will only consider applications from individuals who are eligible to work in the United Kingdom. Please place an “X” in the box to confirm you have an existing right to work in the UK.	☐

DISABILITY CONFIDENT

Please place an “X” in the box if you are a disabled applicant who would like to be considered in accordance with our commitment to the Disability Confident Programme.	☐