



Job Title: HR & Central Support Manager
Location: Primarily office based at Kenilworth with option for home working 1 day pw
Hours: 35 hours per week
Contract: Permanent, Full-Time

Are you excited about creating a thriving, people-centred culture? Do you want to play a pivotal role in shaping an organisation where people are truly at the heart of everything we do?

Join LEAF (Linking Environment and Farming), the UK's leading farm environment charity working with the commercial food sector to scale the understanding and adoption of more sustainable farming practices. Our organisation is growing rapidly - we have doubled in size within two years, employing over forty people through a permanent hybrid working model with people dispersed across the UK and Internationally.

As we continue to grow rapidly, we are seeking to recruit a HR & Central Support Manager to help us enhance our people management capability, build a strong, positive and engaged central support team where our people feel supported and empowered to achieve their best.

The role:

As our HR and Central Support Manager, you will have the opportunity to shape and nurture the culture of LEAF by overseeing the full employee lifecycle, developing HR policies and practices, and providing strategic support to managers and employees alike. You will be instrumental in fostering a positive, inclusive work environment where people feel valued and supported. You will also lead a small central support team, providing guidance and support to help ensure smooth and efficient operations.

Key responsibilities:

- Manage the entire employee lifecycle including leading recruitment, onboarding, staff welfare, training, and offboarding activities and creating seamless and supportive processes for our people.
- Develop and implement HR policies that align with LEAF's mission and ensure compliance with employment law and best practice.
- Provide guidance on employee relations, performance management, and wellbeing to build a strong and resilient high-performing culture.
- Prepare key HR reports and metrics to support decision-making and strategic planning.

LEAF (Linking Environment And Farming), Stoneleigh Park, Warwickshire, CV8 2LG

T: +44 (0)24 7641 3911 enquiries@leaf.eco www.leaf.eco

Registered in England as a company limited by guarantee (Reg'd No. 3035047). Registered office as above.

V.A.T. Reg No. GB 660 9232 38 Registered Charity No. 1045781



- Lead and support a team of central support Administrators, creating a collaborative, positive working environment.

What we're looking for:

- CIPD Level 7 (or equivalent experience).
- Proven experience in HR and team management, especially in a growing, fast-paced, mission-driven organisation.
- A strong understanding of UK employment law and HR best practices.
- Excellent communication skills and ability to communicate sensitively and effectively.
- Strong empathy and listening skills to understand other's perspectives.
- Excellent communication, leadership, and organisational skills, with a focus on creating an inclusive, positive, and highly engaged culture.
- A collaborative team player who thrives in environments where people are at the heart of everything we do.

What we offer:

- An opportunity to work in a rapidly growing organisation with a clear, impactful mission.
- Primarily office-based at Kenilworth CV8 2LG, with the option to work from home 1 day per week.
- Pension: 7% employer pension and 5% employee contribution (after 3 months probationary).
- Holiday: 22 days holiday per year plus 8 Bank holidays.
- Service-related holiday: After 3 years' service, 1 day added to a max of additional three for first three work anniversaries.
- December shutdown: 3 days discretionary days allocated for December shutdown.

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Ready to Make an Impact?

If you're someone who understands the importance of people, values creating a culture of engagement, and wants to contribute to an organisation that's making a real difference in sustainable farming, we'd love to hear from you!

If you are ready to take on this exciting challenge we want to hear from you! Please submit your CV and covering letter to jobs@leaf.eco

LEAF is an equal opportunity employer, committed to diversity and inclusion.