

Candidate Information Pack

Helping individuals unlock their potential

Human Resources Manager & Designated Safeguarding Lead

Salary £38,510.00 - £44,253.00

Hours 38 hours per week (Monday to Friday)

Location All Môn CF Offices
(Amlwch, Holyhead, Llangefni)

**Môn
Communities
Forward.**

www.moncf.co.uk/careers



Contents

Welcome from Rita Stewart, CEO

About Môn CF

About the Role

Job Description

Person Specification

Recruitment Timeline

Our Priorities

Our Core Values

Why Choose Môn CF

How to Apply

Contact Us

**Môn
Communities
Forward.**

www.moncf.co.uk

Welcome To: Môn Communities Forward



RITA STEWART
CHIEF EXECUTIVE OFFICER

"At Môn CF, we believe that our staff are our greatest assets."

When you join our team, you're not just taking on a job; you're becoming part of a supportive, purpose-driven organisation that is dedicated to making a real difference in our communities.

We offer a positive and inclusive working environment, opportunities for personal and professional development, and a strong commitment to staff wellbeing.

*Whether you're starting your career or bringing years of experience, you'll find a place at Môn CF where your ideas are valued, your growth is encouraged, and **your work truly matters.**"*

About Môn CF

**Môn
Communities
Forward.**

Môn CF is a charity and company owned by the people of Anglesey.

We work to help develop individuals and businesses on Anglesey and North Wales, creating a brighter and prosperous future for the island and region

Providing Employment Support, Business Support, Training and Community Projects on Anglesey since 2003.

Our mission is to be known as the go-to organisation that provides opportunities, changes lives, and creates positive futures for the people of Anglesey!

**MÔN CF HAS BEEN
SUPPORTING
INDIVIDUALS,
BUSINESSES, AND
COMMUNITIES SINCE
2012**





About the Role

Human Resources Manager & Designated Safeguarding Lead

Salary £38,510.00 – £44,253.00

Hours 38 Hours Per Week (Monday to Friday)

Location All Môn CF Offices (Amlwch, Holyhead, Llangefni)

Reporting to Operational and Development Manager

POST OUTLINE:

The Human Resources Manager will lead and develop Môn CF's HR, employee wellbeing and safeguarding functions, ensuring that effective policies, systems and practices support both employees and managers.

The postholder will oversee the full employee lifecycle, including recruitment, induction, learning and development, performance management and employee relations, while promoting a safe, inclusive and positive working environment.

The role will also coordinate staff wellbeing initiatives and quarterly all-staff meetings, providing practical and strategic support that enables a happy, engaged and productive workforce.

Job Description

About the Job

Main Tasks: HR

- Developing and implementing HR strategies and initiatives aligned with the overall company mission, vision, and values
- Implementing and identifying training and development needs of employees
- Managing all day-to-day HR administration tasks; ensuring that all employee and HR records are accurate and up to date and communicating any changes with the relevant staff
- Reviewing and implementing company policies and procedures
- Work closely with managers to ensure employees conform to the company's policies as set out in the Employee Handbook
- Point of contact for the You Manage HR system related issues and enquiries for all employees
- Implementation, and continuous review, of Job Descriptions for all roles alongside line managers
- Monitoring and auditing staff training and engaging staff with new CPD opportunities
- Point of contact with Work Nest with HR and employment law related enquiries
- Act as a point of contact for all work experience placements in the workplace
- Managing the recruitment process for all external and internal vacancies in conjunction with the relevant line managers – ensuring a fair and transparent selection process
- Overseeing and supporting line managers with Performance Management
- Point of contact or complaints about any employee or the organisations practices
- Responsibility for ensuring the accuracy of annual leave and attendance records
- Induction process of new employees and overseeing probationary periods
- Creation and implementation of employee job offer letters and contracts
- Responsibility of processing DBS checks for all employees and volunteers
- Bridging management and employee relations by addressing demands, complaints, grievances, or other issues
- Act as the organisations Wellbeing Champion and embedding staff wellbeing into activities and meetings
- Lead on employee wellbeing days, including planning, organising and scheduling activities and initiatives that support a healthy, engaged and productive workforce.
- Plan, organise and coordinate quarterly all-staff meetings, including scheduling, agenda preparation, communications and practical arrangements.

Job Description

About the Job

Main Tasks: Safeguarding

- Lead on developing and establishing Mon CF's approach to safeguarding, embedding best practice within all areas of the organisation
- Responsibility for the implementation of the organisations Safeguarding policy and procedures
- Lead on ensuring all safeguarding and child protection issues are responded to appropriately
- Ensure all staff have training on the company's safeguarding processes and make sure all staff understand our policy and procedures and know what to do if they have concerns about the welfare of an adult or child
- Designated contact for any safeguarding concerns or enquiries
- Provide advice and support for employees with safeguarding related concerns
- Ensure safeguarding standards are consistently met, maintained, and improved
- Promote inclusive and anti-discriminatory practice
- Receive, record, and store all internal safeguarding concern reports according to legal requirements
- Monitor and review any active safeguarding concerns
- Liaise with staff about training and development opportunities in relation to safeguarding
- Take the lead on responding to information that may constitute a safeguarding or child protection concern. This includes:
 - Assessing and clarifying the information
 - Making referrals to statutory organisations as appropriate
 - Consulting with the employees involved and the relevant managers
 - Ensuring the organisations safeguarding policy and procedures are followed
- Liaise with, pass on information to, and receive information from agencies such as the local authority child protection services, the police, probation service. Including making formal referrals where necessary
- Work closely with management to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns regarding our practices

FLEXIBILITY

Your attention is drawn to the fact that some duties and responsibilities are difficult to define and may vary from time to time without altering the general character of the duties and levels of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demand of the service. Such a requirement will allow the expertise of the post holder to be developed and maximised to the mutual benefit of the employer and employee.

Person Specification

About You

Experience:

- CIPD Level 5 Associate Diploma in People Management, or an equivalent relevant qualification.
- A minimum of three years' relevant experience in a Human Resources role.
- Experience of managing, supervising or leading a team.
- Experience of building effective working relationships with external agencies.
- Experience of planning and delivering work against agreed KPI's.
- Experience of working in the third sector or a comparable values-led organisation.
- Experience delivering training to employees and colleagues on internal processes and procedures.
- Experience of leading, managing, or supporting safeguarding and child/adult protection concerns, including liaison with external agencies where appropriate.

Knowledge and understanding:

- Understanding of the economic context of Anglesey and Gwynedd.
- Up-to-date working knowledge of UK employment law and HR best practice.
- Sound understanding of confidentiality, data protection and the secure handling of sensitive information.
- Awareness of employment support and welfare-benefit issues relevant to employees and service users.
- Strong understanding of equality, diversity, inclusion and anti-discriminatory practice.
- Sound knowledge of safeguarding legislation, statutory guidance, reporting requirements, and best practice relating to children and/or vulnerable adults.

Skills and attributes:

- Strong analytical and problem-solving skills, with the ability to exercise sound judgement in day-to-day situations.
- A proactive, practical and solution-focused approach.
- A creative and innovative approach to employee engagement, learning and service delivery.
- High level of digital literacy, including confident use of Microsoft 365 applications, Microsoft Teams and modern HR systems.
- Excellent listening and interpersonal skills, with an empathetic, impartial and non-judgemental approach and a genuine desire to support people.
- Ability to lead and motivate a team and to build effective, supportive relationships with colleagues, managers and external partners.

Recruitment Timeline

Our Process

Make sure you submit your application before the closing date as late applications will not be accepted.

RECRUITMENT ACTIVITY	DATE
Closing date for applications	27/10/2026
Application Shortlisting	28/10/2026
Interviews to be held on	04/11/2026

Applicants will be contacted via the email address and/or telephone number provided in the application form.

To help minimise our environmental impact, we aim to keep communications paperless whenever possible; letters will be posted only upon request.

Interviews will be held face to face at our Head Office:
63 Market Street, Holyhead, Anglesey, LL65 1UN

Our Priorities

People & Communities First

Employment Support

To **become the go-to organisation** supporting the people of Anglesey to reach their full economic potential.

Business Support

To be **the first port of call** for businesses (New or existing) looking for help.

Training

To **provide high-quality training** which contributes to meeting local skills needs.

Schools & Young People

To **prepare young people for their future** in the world of work.

Properties

To **create sustainable, vibrant, and viable places** by bringing properties into local community use and ownership.

Môn Communities Forward.

People, Businesses and Training





Our Core Values

Part of the bigger picture

1. Collaboration & Partnership

Building strong partnerships with local stakeholders, organisations, government agencies and businesses to leverage resources, expertise and networks for the collective benefit of the community.

2. Accountability & Transparency

Upholding high standards of accountability and transparency in all organisational activities, including financial management, decision-making processes and reporting mechanisms.

3. Community Empowerment

Prioritising the needs and aspirations of the community, ensuring their active participation in decision-making processes and empowering them to shape their own future.

4. Inclusivity & Diversity

Embracing diversity in all its forms and ensuring inclusivity by creating opportunities for all individuals, regardless of their background, to participate and benefit from the organisation's initiatives.

5. Social Justice

Advocating for fairness, equality, and social justice, and working to reduce disparities and inequalities within the community, particularly in terms of access to employment, resources, and opportunities.

6. Resilience & Adaptability

Building resilience within the community and organisation itself, adapting to challenges, setbacks, and changing circumstances while remaining steadfast in the pursuit of its mission and goals.

Why Choose Môn CF?

A purpose-driven team

1

Generous Annual Leave Entitlement

Starting at 26 days per year, plus an additional 8 bank holidays, and additional days off for office closure between Christmas and New Year

2

Length of Service Reward

An additional 2 days of annual leave after 3 years of service with the company, and a further 2 days after 5 years of service – up to 30 days in total (plus bank holidays)

3

Modern and Comfortable Offices

We have modern and comfortable offices in Holyhead, Amlwch and Llangefni

4

Welsh Hospital Association Membership

WHA can help you with everyday health care costs such as the dentist, optician and physiotherapy for example. This is paid for by the company.





5

Good Compensation

We offer good rates of pay, enhanced sick pay and a paid 30 minute lunch break.

We also have an employer pension contribution of 10% (with employee contribution of 5% = Total 15% pension)

6

Helping you to stay active

We offer the Cycle2Work scheme, in addition to corporate gym membership discounts

7

Wellbeing Support

We have a variety of wellbeing activities and even close our offices for some staff wellbeing days. In addition we offer 2 volunteering days per annum. For those in need of additional mental health support we can offer to assist you to access the right services.



8

Flexitime Working

We understand the way in which people want to work has changed in recent years, which is why you can choose to make up your FTE in a way that suits you. Our core working hours are 09:00 - 15:00 Monday to Friday and you can choose to start or finish flexibly between 07:00-09:00 and 15:00-18:00.



Disability Confident Employer

A place for everyone



We are proud to be recognised as a Disability Confident Leader.

We encourage individuals with a disability or health condition to share this information with us in good time if you would like us to make any reasonable adjustments for you as a part of the recruitment process.

Equal Opportunities

Advocating fairness



We are an equal opportunity employer and are committed to equality of opportunity for all staff.

Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Mental Health at Work Commitment

Supporting wellbeing



We are committed to supporting the mental health and wellbeing of our employees. That's why we've taken the Mental Health at Work Commitment with Mind.

We ensure everyone can have open and honest conversations about their wellbeing in the workplace, and feel supported.

Autism Understanding & Accepting Valuing Neurodiversity



As an autism-understanding and autism-accepting employer, we are committed to creating a workplace where autistic people feel welcomed, supported, and empowered to be themselves. We recognise that every individual brings unique strengths, perspectives, and experiences, and we are dedicated to fostering a culture of inclusion, acceptance, and respect for neurodiversity across our organisation.

Mental health and Wellbeing Workplace Wellbeing



As a Silver Award winner for Workplace Wellbeing at the Mental Health & Wellbeing Wales Awards 2026, we're committed to creating an environment where everyone feels welcome, supported and respected. We celebrate diversity, embrace neurodiversity, and invest in the wellbeing of our colleagues so they can be at their best both within and outside of work.



How to Apply Apply Today

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the Careers page of our website.

Please do not submit your CV, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role.

Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

Appointments are conditional upon a valid Right to Work check and undertaking a Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions.

**Môn
Communities
Forward.**

Contact Us

Apply Today

If you have any issues accessing or completing the application form, please contact Stephanie Pritchard, the HR Manager via 01407 762 004 or careers@moncf.co.uk

If you have any questions regarding this role or would like an informal chat before applying please contact us.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay.

Thank you for your interest in joining our dynamic team.

 careers@moncf.co.uk

 01407 762004

 Amlwch | Holyhead | Llangefni

   @moncfanglesey

www.moncf.co.uk

**Môn
Communities
Forward.**