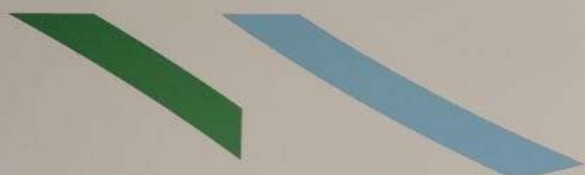


HR INDUCTION FOR CHAIRS & VICE - CHAIRS

Wednesday 11th June 2025



We aim to
ATTRACT DEVELOP and **RETAIN**
high PERFORMING people,
EMPOWERING them to **ACHIEVE**
their professional and organisational **GOALS.**



TOGETHER we WANT TO MAKE
the **UNITED SYNAGOGUE**
an employer **OF CHOICE.**



WORKING WITH THE HR TEAM

Working in partnership with communities to deliver a positive employee & stakeholder experience whilst ensuring that the charity is safeguarded from a legal & governance perspective

“Together We Can”

- HR Director – Vickie Wiltshire
- Head of HR – Vacant
- HRBPs – Sally Bedford, Pete Campbell, Parisha Lawrence, Magda Mucharzewska & Kemi Omomukuyo;
- Assistant HRBP – Nataya Douglas Ferguson
- HR Admin – Tori Dunn, Elsie Lokwa & Viviana Nabal
- HR/Payroll Admin – Darren Bonsu
- Payroll Manager – Ian Smith
- HR Information Systems Manager – Sarah Cole
- Learning, Development & OD Manager – Simon Meekings

HOW CAN WE SUPPORT?

ADVICE & GUIDANCE ON ALL EMPLOYMENT MATTERS

Employee Relations – Advise, coach, attend meetings as advisers and note takers (where appropriate chair meetings), informally mediate, defend tribunal cases.

Recruitment – Advise on content for job descriptions, adverts, process, attend interviews, make recommendations, remuneration.

Payroll – processing of payroll, P45, P60, P11D

L&D - Training courses, personal development, performance.

Use	Use Core HR for recruitment, completing new starter, contract variation and leaver info, holiday approvals, log sickness absences etc.
Don't make	Don't make any offers or decisions around employment without discussing and gaining approval from HR first
Provide	Provide us with info when requested, if we are asking, it means it is essential to us complying with our governance or legislation.
Treat	Treat everybody with dignity & respect, regardless of how frustrated you may be. Key policies: Dignity at Work, Employee Code of Conduct, Whistle Blowing policy.
Follow	Follow the processes set out by the charity to avoid litigation & negative PR, whilst ensuring a positive employee experience.

**WHAT WE NEED
FROM YOU.....**

LINE MANAGEMENT

What do you need to know?

Build Relationships, Build Trust, Build Success

You represent the United Synagogue – Vicarious liability

Always treat others with dignity & respect – familiarise yourself with the Dignity & Work policy

Follow internal policies & procedures

Regular & Open Communication (what type of communication does an individual prefer? Agree some principles)

Be mindful of working hours, expectations/priorities, overtime (essential vs. unnecessary)

Deal with issues as and when they arise, don't allow problems to build up.

Regular honest communication and feedback (remember you need to motivate not knock down so think carefully before you speak).

Team members need a voice and to feel like they have ownership, listen to them.

Remember to give positive re-enforcement, well done and thank you goes a very long way.

Personal Development – access to training (US Learn) ongoing reviews.

From Appraisal to Impact

- Regular conversations save you time (and pain) in the long run!
- Regular opportunities to build relationships are the key
- It's as easy as asking 'How is everything going?'
- Self-review forms and development planning templates available online (regular 'nudges' from HR team)



**Self
reflection**



**Manager
prep**



**Regular
meetings
begin**

Learning & Development



- 170+ courses
- US onboarding
- Manager development
- Health & Safety videos
- Internal training
- Public speaking
- Apprenticeships & CPD
- Links to external courses
- Mobile friendly

theus.org.uk

Lay Leadership



★★★★★
Effective Delegation
1 lesson (about 30 mins)

[Share](#) + [Add to playlist](#)
[Start course](#)



★★★★★
Equity, Diversity and Inclusion for Managers
1 lesson (about 35 mins)

[Share](#) + [Add to playlist](#)
[Start course](#)



★★★★★
Fire Safety
1 lesson (about 30 mins)

[Share](#) + [Add to playlist](#)
[Start course](#)

Salaries are set by the community in consultation with HR (affordability check by Management Accountant)

Any salaries outside the “norm” or any salary increases outside of the standard annual cycle need to be approved by HR or the Remuneration Committee

Remuneration Committee – Rabbinic remuneration, salaries over £50k, increases which may trigger concern around consistency, equity etc.

Bonus Payments – Rare, approval from HR and/or the Remuneration Committee. Never promise anything without consulting HR first.

REMUNERATION

EMPLOYEE ASSISTANCE PROGRAM (EAP)
FREE CONFIDENTIAL HELPLINE (24/7)
TEL 0800 028 0199 OR [HTTPS://WISDOM.HEALTHASSURED.ORG/](https://wisdom.healthassured.org/)
UNIQUE CODE: MHA097990

Stress & Anxiety
Counselling
Medical Information

Work Advice
Relationship Advice
Financial Wellbeing

Gambling Issues
Alcohol & Drug
Issues
Family Issues

Legal Information

Childcare Support
Advice

Consumer Issues &
Advice

THANK YOU FOR LISTENING