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| Job Title: | HR Manager |
| Location: | Castle Rock Brewery |
| Job Type & Hours: | Part-time (25 hours per week) through Monday to Friday, 9am-5pm (flexible) |
| Salary: | £18,000-£22,500 dependent on experience & qualifications |

JOB OVERVIEW:

We are seeking a diligent and organised HR Manager to join our team. The successful candidate will be responsible for fulfilling HR functions, maintaining compliance with regulatory requirements. This role requires strong organisational skills, attention to detail, and the ability to effectively communicate with employees at all levels.

The position will be office-based but may require visits to pub locations. Due to the nature of the business, HR support may occasionally be needed across weekends or evenings.

KEY RESPONSIBILITIES:

HR Management:

- Working closely with appointed external experts to develop and implement HR policies and procedures in compliance with current employment laws and regulations.
- Manage recruitment processes, including job postings, screening resumes, conducting interviews, and onboarding new employees.
- Oversee employee relations, including conflict resolution, disciplinary actions, performance management, and well-being.
- Coordinate employee training and development programs to enhance skills and promote career growth.
- Audit and maintain accurate and up-to-date employee records and HR documentation.
- Prepare employee communications and circulate through the HR portal.
- Provide occasional cover for weekly and monthly payroll processing.

Documentation and Reporting:

- Maintain comprehensive records of HR and compliance activities, including incident reports, training records, and policy documentation.
- Prepare regular reports for senior management on HR metrics, compliance status, and areas of concern.
- Respond to inquiries from regulatory agencies and participate in external audits as necessary.

Qualifications and Skills:

- A relevant degree is preferred.
- Experience in managing people is essential, with a good understanding of employment laws and regulations.
- Excellent communication (written & verbal) and interpersonal skills, with the ability to interact effectively with employees at all levels.
- Strong organisational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Analytical mindset with the ability to interpret data and identify trends or compliance issues.
- Proficiency in MS Office 365 Suite.
- Good working knowledge of Access People and Envoy Payroll systems is preferred.
- Flexibility with advice outside of standard working hours

Why join Castle Rock?

At castle Rock we're built on shared values, great people, and excellent beer. As part of our team, you'll enjoy:

- A supportive, collaborative and fun working environment
- Room to grow with training, mentoring & professional development
- Flexible working
- Staff discount on food and drinks across the Castle Rock pub estate & brewery merchandise
- Access to retail discounts and salary sacrifice schemes
- The opportunity to make an impact in this beautiful and ever-evolving industry

To apply, please send your CV & covering letter to vicki.saxby@castlerockbrewery.co.uk by 5pm on Friday 15th August 2025.