



# HR and Payroll Manager

## Job pack



# Hello

We're delighted that you're interested in joining FoodCycle. People are at the heart of everything we do, from our volunteers, guests, supporters, organisations and of course our dedicated staff team.

14.2 million people in the UK are in poverty and 24% of the population feel lonely, 'often, always, or some of the time'. But FoodCycle are here to bring people together through community dining. To stop loneliness and hunger, food poverty and food waste.

FoodCycle community meals bring people together for good food and conversation. We serve up free, wholesome meals made from food that would have gone to waste. Our meals are prepared by volunteers and open to everyone.

If you believe in the power of good food and human connection, then this role could be for you!



## Our aims



Connect  
Communities



Support  
mental health  
and wellbeing



Reduce  
hunger



Promote  
sustainability



Inspire  
change

# 2025 in numbers



**162,991**  
Community meals served



**320 tonnes**  
of surplus food saved



**8,770 volunteers**  
gave 125,810 hours of their time



**78% of guests**  
feel more connected to their  
community



## Awards

**Charity of the Year - Third Sector**  
**Charity of the Year - Charity Times**  
**Business Hero - Better Hospitality**



# HR and Payroll Manager

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## About the role

**Position Title:** HR and Payroll Manager

**Reports to:** CEO

**Hours:** 22.5 hours (3 days) per week 0.6 FTE

**Pay:** £38,000 – £40,000 FTE (pro-rata £22,800 - £24,000)

**Location:** Remote

**Contract:** Permanent

## Position Summary

FoodCycle has grown both in complexity and size to be a charity of £2.5m annual income with over 90 projects running nationwide providing nourishing meals for people at risk of hunger and loneliness.

In this exciting and varied role, you will manage the HR lifecycle, provide HR advice, develop and improve policies and processes, and manage payroll and benefits. You will report to the CEO and work with the Senior Management Team (SMT) to deliver a high quality HR & Payroll service. You will demonstrate and promote the culture and values of FoodCycle, incorporating equity, diversity, inclusion and environmental sustainability. This is a key role in which you will enjoy using your expertise to interact with all FoodCycle staff (~40 headcount) and lead initiatives like the annual staff survey, performance reviews and provide quarterly HR updates to the Board.

You will be responsible for all HR operations and people activities of FoodCycle, including recruitment, onboarding, payroll, PAYE, pensions, employee engagement surveys and performance management and training oversight. You will be comfortable managing a busy and varied workload, able to connect with employees and stakeholders while working remotely, and bring your knowledge of HR best practice & employment law to maintain and improve our positive working culture.

## Roles and Responsibilities

### Payroll & Benefits

- Manage monthly payroll, completing and checking all payroll changes by relevant deadlines, in liaison with our payroll company
- Work with Senior Management team and Finance to ensure Payroll is run accurately each month, providing reports and data as required
- Manage monthly pensions process, including requesting new starters, uploading contribution data, and managing opt-outs, in liaison with our pension provider
- Manage Health and Wellbeing Cash Plan (currently BHSF), including adding new starters, removing leavers, and editing details, in liaison with our provider

- Track taxable benefits (Health and Wellbeing Cash Plan) and prepare P11D submission on an annual basis
- Manage Cycle to Work scheme and other benefits as appropriate
- Liaise with external suppliers and stakeholders including payroll, pensions, BHSF, HMRC
- Enter and maintain employees' data and ensure compliance with relevant legislation
- Answer queries about compensation, benefits, taxes and pension contributions
- Prepare Salary schedules for year-end audit
- Work with the Senior Management Team (SMT) and Finance to prepare salary forecasts

## HR Lifecycle

- Manage recruitment process from inception to completion. Prepare job descriptions and adverts, post open positions on PeopleHR and advertise on relevant platforms, monitor the number of candidates applying, arrange interviews, manage offers for successful applicants and follow up with unsuccessful applicants
- Manage onboarding process in liaison with line manager, ensuring pre-employment checks such as right to work, references and DBS are completed prior to start date
- Prepare contracts and relevant paperwork for new and existing employees for senior manager approval
- Oversee probation process, liaising with line managers to ensure employees receive appropriate training and support
- Prepare letters for CEO to sign relating to promotions and changes in compensation
- Update annual leave balances at the end of the year, including additional long service days. Provide calculations for employees moving to/ from part time, or following leave, and answer queries around holidays
- Support Family leave including Maternity, Adoption, Paternity, Shared Parental Leave, as well as Sabbatical leave, other types of leave
- Ensure all employees have right to work in the UK, advising and supporting with changes to visas, and acting as a Level 1 user on our Sponsor Management System (SMS)
- Ensure new employees' equipment is logged in People HR and returned at end of employment
- Manage the leaver process and exit interviews
- Maintain all Human Resources records ensuring they are up to date in People HR

## HR Advice, Policies and Processes

- Work with SMT to ensure all HR policies are up to date and in line with legislation and available for whole team
- Advise managers on HR policies, employment legislation and best practice
- Timetable and track key events such as employee surveys and annual performance reviews, ensuring the information collected meets our needs
- Support CEO with managing HR casework, including absence management, performance management, grievance, disciplinary procedures and organisational change, with additional advice from external agency
- Support CEO with HR projects and process improvements
- Support EDI actions including being a member of the EDI working group
- Prepare Board quarterly HR updates.



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## General Duties

- Follow and adhere to all company policies and procedures and recommend changes as appropriate.
- Attend all mandatory training required to complete and maintain your role, ensuring you keep up to date with changes to specific laws and legislation that are relevant to your role
- Comply and remain up to date with all safeguarding policies and procedures
- Continue and support culture of FoodCycle being a people centre organisation and great place to work.
- Any other ad hoc duties that support HR & Payroll function

## Person Specification

	Essential	Desirable
<b>Proven Experience of</b>	<ul style="list-style-type: none"> <li>Experience managing HR operations and/or payroll in an organisation with 20 or more people</li> <li>Experience advising managers on a range of HR issues</li> </ul>	<ul style="list-style-type: none"> <li>Working with remote staff base</li> <li>Working in the charity / not for profit sectors</li> <li>Managing sponsorship, completing right to work checks, navigating visa processes</li> </ul>
<b>Skills, knowledge, ability</b>	<ul style="list-style-type: none"> <li>CIPD Level 5 (or equivalent experience)</li> <li>Ability to connect with our employees and help maintain our positive culture</li> <li>Employment law and having mandatory policies in place</li> <li>Ability to liaise with external suppliers such as Pension/HMRC/BSHF</li> <li>Excellent IT skills, Used HR and CRM systems</li> <li>Ability to handle confidential data and to keep it confidential</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of payroll software</li> <li>Knowledge of PeopleHR platform</li> <li>Knowledge of EDI and ability to contribute to EDI Working Group</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Highly numerate</li> <li>Excellent attention to detail</li> <li>Methodical</li> <li>Personable and warm</li> <li>Is always willing to help and facilitate members of staff</li> <li>Excellent team player</li> <li>Proactive</li> </ul>	



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<b>Values</b>	<ul style="list-style-type: none"> <li>• Honest and trustworthy</li> <li>• Commitment to FoodCycle's charitable objectives and ethics</li> <li>• Committed to Diversity Equality and Inclusion</li> <li>• Balanced and fair</li> <li>• Passion for food and people</li> </ul>	
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## Working at FoodCycle

### Inclusivity

At FoodCycle, we are committed to being an equitable, diverse and inclusive organisation. Our vision is to create a working and service environment where every individual is treated with dignity, respect, and fairness. We want everyone to bring their full selves to work and to our community meals. We commit to removing barriers that prevent our employees, volunteers and guests from embracing their distinctive and diverse identities.

We want our organisation to reflect the communities we serve. We welcome applications for everyone and especially encourage people from unrepresented groups to apply.

### Holidays

26.5 days to start (including Christmas closure period) plus bank holidays, and we offer additional holiday with length of service up to a maximum of 30 days (pro-rata for part-time). Plus, everyone gets an extra day off on their birthday!

### Pension

Staff are automatically enrolled after three months into our pension scheme with The Pensions Trust, unless you choose to opt out.

### Training

We believe in the development of our staff - we are committed to providing relevant training and development opportunities to all staff.

### Team away days and socials

With a workforce based all over the UK we have annual all team in-person, away day, team get-togethers, regional socials, virtual all team check-ins and informal on-line catch-ups - we've even started a virtual book club!

## Staff Benefits

**Flexible working:** We encourage flexible working and allow staff to manage their own schedules. Some roles will require occasional evening and weekend working.

**Health Care:** Our Health & Wellbeing Cash Plan allows staff to claim money back on healthcare bills and includes access to telephone counselling and online GP appointments.



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**Wellbeing Hour:** Staff are encouraged to one hour per week (on top of their regular break time) to use for their personal wellbeing. This could involve taking a walk, going to the gym or having a longer lunch break.

**Cycle to work Scheme** As part of our commitment to sustainability and staff wellbeing, we offer Cycle to Work scheme, enabling employees to save on a bike and equipment through salary sacrifice.

## Applying for this role

**What to send:** A note stating how you meet our person specification and a CV, via our vacancy website.

**Deadline for your application:** 25th February 2026

**Interview process:** Remote online

**Interviews will take place:** 6th March 2026

**Disability Confident Employer:** FoodCycle is a Disability Confident Employer and candidates who are disabled and who meet our minimum criteria for the job will be offered an interview. Please state in your application if you identify as disabled and wish to be considered for a guaranteed interview. We can make reasonable adjustments at any stage of the recruitment process.

**Safeguarding:** The role advertised is 'Regulated Activity' and as such is exempt from the Rehabilitation of Offenders Act 1974, and any appointment will be subject to a satisfactory enhanced DBS disclosure check.

## Safeguarding statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment



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