



Appointment of

HR Director (part-time)

March 2025

Reference: HBSME

Saxton Bampfylde

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Introduction



Too often, conversations around what's good for our economy, and good for our country, focus on large, listed companies. But it's the privately-owned and family run businesses that are the backbone of the UK economy and the lifeblood of our communities.

Not only do family businesses make up 90 per cent of the UK's total private sector firms, but they employ 14 million people and contribute over £200 billion through tax receipts each year alone. They also represent one of the UK's greatest entrepreneurial resources.

They need championing and supporting. They need a vehicle for their voice to be heard, and their contribution to be recognised.

That's where FBUK comes in.

Working with senior government officials and policy makers, we advocate for policies and regulatory frameworks that incentivise family businesses to do what they do best; put people at the heart of business, take a long-term view, invest in local communities, and act as stewards and custodians for future generations. We give family businesses access to industry leaders and experts, and help them connect, learn and share through a rapidly expanding peer-to-peer network.

We are passionate. We are committed. We are ambitious. And we're growing.

If you're a change-maker, and looking to work with Britain's leading business owners, innovators, and entrepreneurs, we'd love to hear from you.

A handwritten signature in dark blue ink, which appears to read "Neil Davy". The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.

Neil Davy

Chief Executive Officer, Family Business UK

About



Family Business UK (FBUK) is the largest organisation in the UK dedicated solely to supporting, representing, and championing family businesses, their owners, leaders, NextGens, and executives.

Family businesses are the backbone of the UK economy and the bedrock of our communities. For generations, family businesses have put people at the heart of business. FBUK is a growing movement of family businesses that wants to create a more sustainable and prosperous future for generations to come. We advocate for the family business model, supporting family businesses in adopting and adapting best practice and championing and celebrating the sector in the UK.

Our supporters range from some of the largest, oldest, and best known British businesses, as well as first-generation businesses, from across every sector of industry and commerce, and from all corners of the UK. Family businesses are driven by more than just financial gain; they're about creating a lasting legacy for future generations. FBUK offers valuable insights for family business owners looking to grow their enterprises while preserving their unique family heritage.

Our **Purpose** is to help family businesses create a more prosperous and sustainable future for generations to come.

Our **Strategy** is to bring together family businesses with subject matter experts, advisors, academics, regulators, and civil society to:

Advocate for responsible and sustainable family business models, providing a unified and strong voice to influence government policy through:

- proactive engagement with government, policymakers, academics, researchers and regulators on policy reform and responses to government consultations
- collaborative research and thought leadership on issues of material importance to family businesses mapped to the multi-generational life stages of family businesses

Apply thought leadership to support family businesses in capacity building, decision-making, day-to-day management and operations, and family relationships to drive sustainable bottom-line performance by leveraging:

- best practice frameworks, and practical tools and resources tailored
- facilitated networking, peer-to-peer learning, site visits, seminars, workshops, coaching, mentoring, and an online resources centre

Amplify the voice of family businesses, championing and celebrating the sector through:

- campaigns, events, owned, earned and paid media channels, media partnerships
- activities that build awareness and recognition of the role, contribution and impact of family businesses and supports the growth and future success of the sector

Read more about FBUK [here](#).

“Family businesses offer a model of sustainable and responsible business that others can learn from, be part of, work with, or even adopt.”

Our Networks



Family Businesses (FBUK Members):

Members of Family Business UK range from some of the biggest, oldest and most well-known British businesses, to first-generation businesses, from across every sector of industry and commerce, from all corners of the UK.

Through our network, family businesses can connect and collaborate, expand their knowledge, and be part of a movement that amplifies the voice of family businesses to policy makers, and helps ensure the sector is recognised for its role and contribution to the UK economy and communities up and down the country.

FBUK Communities:

FBUK Communities provide a forum for peer-to-peer networking, sharing of advice and experiences, and access to subject matter experts. Members of each Community decide what topics to discuss, how they interact, the type of events they have, and how often.

FBUK Communities are organised around a generational profile, role in the family business, or topic of common interest, for example Chairs, Family Council and Non-Family Executives.

Corporate Partners:

Our Corporate Partners are critical allies of our work and play a crucial role in supporting family businesses with the challenges they face today. They help prepare them,

and the next generation of leaders, for the future.

Family Business Advisors:

Families need advisory support from people who 'get them', who understand and appreciate their values and ethos, the subtleties and nuances of family businesses, and recognise that every family and business is unique, and at a different stage of its journey.

We provide access to a group of highly respected, experienced independent family business advisors, who offer family businesses senior advisory support on a wide range of governance and succession issues.

We also work closely with other bodies that support and champion family businesses, both in the UK and overseas such as European Family Business (EFB), through which we can ensure UK family business interests are represented in Europe.

The Role



FBUK is seeking an experienced and strategic HR Director to lead and advise on all aspects of human resources, ensuring a strong, engaged, and high-performing workforce. This part-time role (10% FTE) is ideal for a senior HR professional with a proven track record in developing and implementing HR policies, developing a positive organisational culture, and ensuring compliance with employment legislation.

The HR Director will provide expert guidance on workforce planning, employee relations, talent development, and performance management. You will play a crucial role in shaping FBUK's people strategy, ensuring the organisation attracts, retains, and develops top talent while maintaining a supportive and inclusive work environment.

This role requires a proactive and hands-on leader who can navigate complex HR challenges, implement best practices, and align HR initiatives with the organisation's broader goals. The ideal candidate will have deep expertise in HR strategy, employee engagement, and organisational development, along with a strong understanding of employment law and compliance requirements. This is a fantastic opportunity for a skilled HR professional to make a meaningful impact in a flexible, high-level advisory role.



Main Activities & Responsibilities

Strategic HR Leadership

- Develop and oversee the implementation of FBUK's HR strategy, ensuring alignment with the organisation's goals and values.
- Provide expert advice to senior management on HR best practices, employment law, and people management.
- Lead initiatives to foster an inclusive, high-performance culture that supports employee engagement and retention.

HR Policy & Compliance

- Ensure FBUK remains fully compliant with UK employment legislation, reviewing and updating policies as necessary.
- Oversee grievance, disciplinary, and performance management processes, ensuring fair and legally compliant procedures.
- Promote and support diversity, equity, and inclusion initiatives within the organisation.

Talent Management & Development

- Support recruitment strategies, ensuring effective hiring practices and workforce planning.
- Provide guidance on employee development, training, and leadership coaching.
- Advise on succession planning and staff progression to ensure long-term organisational stability.

Employee Relations & Wellbeing

- Act as a trusted advisor to employees and leadership on workplace matters, fostering a positive working environment.
- Oversee staff wellbeing initiatives, including mental health support and flexible working policies.
- Mediate and resolve complex HR issues, ensuring a balanced approach that supports both employees and business needs.



Person Specification

Skills & Competencies

- Strong leadership and strategic thinking skills, with the ability to influence at all levels.
- Strong collaboration skills, with the ability to work effectively with a small, dynamic team.
- Excellent knowledge of UK employment law, HR best practices, and compliance requirements.
- A proactive and solutions-oriented mindset, with the ability to navigate complex people challenges.
- Ability to build strong relationships with key stakeholders, acting as a trusted advisor.
- High levels of emotional intelligence, with the ability to handle sensitive situations with discretion.
- A data-driven approach to HR decision-making, with experience using HR metrics and analytics.
- Ability to balance strategic oversight with hands-on HR support in a part-time capacity.

Qualifications & Experience

- A degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- CIPD Level 7 qualification or significant HR leadership experience in a strategic capacity.
- Proven track record as an HR Director or senior HR leader, ideally in a membership organisation, non-profit, or SME environment.



Terms of Appointment

Place of work: This role can be 100% remote, with attendance in the office required on team days.

Working hours: This is a part time role (c10% FTE). Our full-time working hours are 9am – 5.30pm Monday – Friday.

Remuneration and benefits: In addition to a competitive salary, we offer pension and associated benefits.

Holidays: 2.5 days (excluding public holidays) with the addition of time off between Christmas and New Year.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.





How to Apply



Saxton Bampfylde Ltd is acting as an employment agency advisor to FBUK on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **HBSME**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Friday 4th April**

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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