



Forces Online CIO

Unit 5, Workshed Carriage Works
London Street, Swindon
Wiltshire, SN1 5DG.

Telephone: 0300 300 2288

Registered Charity: 1188955 (England & Wales) SC050678 (Scotland)



HEAD OF HR

Working from home/local communities Locations UK Nationwide

Forces Online is a small nationwide cross-border charity set up to help our nation's military Veterans their families and dependents in times of hardship and need.

We offer you a fantastic opportunity to help identify and engage prospective staff additions, monitor existing roles and promote harmony in the workplace through positive interaction/coaching, with the current staff members who could be anywhere in the UK.

About the Role

Running an online charity means that as Head of HR you may not ever meet any of the Forces Online staff teams in person, except for online, but as a family run charity, we would expect you to know who they are and what their motivation to help armed forces veterans, their families and dependents is all about. This is a top tier volunteer post that would suit someone who has experience with HR issues, and knowledge of working or supporting armed forces veterans, and could be retired or semi-retired and looking for a new challenge of helping to keep the charity fully updated, and to oversee all HR systems and staff.

What you are doing

As the Head of HR, you will be responsible for overseeing all HR systems, working directly with the CEO and trustees. Full training will be given to the right person in relation to the current system.

Responsibilities will include:

- **Recruitment and Selection** - Finding, attracting, interviewing, and hiring qualified candidates for open positions within the organisation
- **Employee Onboarding** - Introducing new hires to company culture, policies, procedures, and ensuring they have necessary resources to succeed in their roles

- **Compensation and Benefits Administration** - Managing salary structures, wage administration, health insurance, retirement plans, and other employee benefits programmes
- **Performance Management** - Developing performance evaluation systems, conducting reviews, setting goals, and providing feedback to help employees improve and grow
- **Training and Development** - Identifying skill gaps, organising professional development programmes, and providing learning opportunities to enhance employee capabilities
- **Employee Relations** - Handling workplace conflicts, grievances, disciplinary actions, and maintaining positive relationships between management and staff
- **Policy Development and Compliance** - Creating workplace policies, ensuring legal compliance with labour laws, and maintaining up-to-date employee handbooks
- **Record Keeping and Documentation** - Maintaining accurate employee files, tracking attendance, managing payroll records, and ensuring data privacy compliance
- **Workforce Planning** - Analysing staffing needs, forecasting future hiring requirements, and developing strategies for organisational growth or restructuring
- **Health and Safety** - Implementing workplace safety programmes, ensuring compliance with occupational health regulations, and managing workers' compensation claims

This roll will suit you if you:

- Are friendly, confident, and trustworthy.
- Enjoy speaking to people from the armed forces community.
- Have strong leadership qualities
- Want to make a difference by supporting veterans and their families, though the teams engaged in direct work.
- Live in a local community in the United Kingdom.
- Familiar with online access and IT.
- Retired or semi-retired and looking for a new challenge.

What you can expect from us:

- We will make you feel welcome, included, and respected.
- You'll have a role manager who will support you throughout your journey with us.
- Out-of-pocket expenses agreed before you start in line with our policy.

- We'll keep you up to date with relevant policies, procedures and training that apply to your role.
- You'll have access to learning, development, and engagement opportunities for volunteers.

When you can volunteer

You can volunteer

When	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM	✓	✓	✓	✓	✓	✓	✓
PM	✓	✓	✓	✓	✓	✓	✓
Evenings	✓	✓	✓	✓	✓	✓	✓

Requirements

- References needed.
- A computer/Pad and online access.
- Risk Assessments, confidentiality and references in place.

What we need from you:

To ensure the safety and security of working with vulnerable people:

- Two references and proof of identity.
- Essential learning to be complete before starting in your role will take about 1 day.
- You will be home based.
- Mobile Phone for staying connected and safety.
- Agree to and sign our confidentiality Agreement.

To apply or find out more:

We have a brief application form and once it is completed and sent a member of the team will be in touch to discuss and process your application [HERE](#)

You can find out more about the position of volunteer tin collector by emailing administration@forcesonline.org.uk and leave you phone number or call 0300 300 2288. Further information is available via our [VirtualHub](#) between 10am and 4pm Monday - Friday, or drop your contact number and the best time to call to our LiveChat operator found on all our websites