

Why choose The HR Services Partnership?

The HR Services Partnership specialises in providing HR support and advice to the voluntary and community sector. Their consultants are all qualified HR professionals with an excellent track record of working with organisations in the sector. Their aim is to provide not-for-profit organisations with access to affordable and excellent HR advice and services; to ensure that those organisations have up-to-date policies and procedures that make them legally compliant.

Additional support and services

HR Services Partnership can provide additional support for organisations of all sizes, discounted for NCVO members, including:

- developing a salary structure
- training
- developing an appraisal scheme
- support with organisation review or restructure
- attendance at a difficult meeting with staff

Additional services offered include:

- tribunal insurance
- HR software
- an employee assistance programme

Contact

For further information on the support packages offered or for help with any HR query please contact:

HR Services Partnership

T: 01403 240205

E: NCVO@hr-services-partnership.co.uk

W: www.hr-services-partnership.co.uk



HR solutions

advice and services for the voluntary sector



Get a new
perspective

on your HR policies and procedures

NCVO offers its members a growing range of discounts on products and services. Members can keep up-to-date with all the latest offers by visiting www.ncvo-vol.org.uk/discounts



HR advice and services for small employers in the voluntary and community sector



For up to 10 employees only £89 per month (NCVO members)

If you sign up to this HR Services Partnership support package you will get a dedicated qualified HR consultant who will work with your organisation to provide you with the following:

- A Staff Handbook
- An employment contract tailored to meet your organisation's requirements
- Telephone support of up to 6 hours to use when you need it over the year
- A monthly newsletter
- An annual review of your contract and staff handbook.
- A place at their one day 'Introduction to HR and Employment Law' or 'Improving staff performance' training courses

"Their response has always been prompt, professional and cognisant of the needs of the voluntary/ community sector. In addition, advice is explained in such a way as to increase our own understanding of legislative and other requirements."

Sue Dovey, Chief Executive, Community Action Hampshire

"HR Services Partnership have demonstrated their ability to manage complexity with great sensitivity and flexibility to employees, while offering practical HR solutions to the employer's needs. Always this is delivered with a focused and personal service which builds confidence and understanding."

Dr Ian Wylie, Chief Executive, The TreeHouse Trust

For up to 30 employees only £189 per month (NCVO members)

If you sign up to this HR Services Partnership support package you will get a dedicated qualified HR consultant who will work with your organisation to provide you with the following:

- A Staff Handbook
- An employment contract tailored to meet your organisation's requirements
- Telephone support of up to 2 hours per month
- A monthly newsletter
- An annual review of your contract and staff handbook.
- Two places at their one day 'Introduction to HR and Employment Law' or 'Improving staff performance' training courses

Both packages will also receive:

- An expert guide and template for writing job descriptions.
- An expert guide and template for writing person specifications.
- An expert guide and template for writing job advertisements

For larger organisations

HR Services Partnership provide a range of additional services for larger organisations, see the back page for more information.