

HR Manager Recruitment Information Pack



Closing date for applications: 9am, Tuesday 30 June 2026

First interviews: Wednesday 8 July 2026

Second interviews (if required): Thursday 16 July 2026

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Welcome

Thank you for your interest in joining our dedicated and ambitious team as **HR Manager**.

Pallant House Gallery is a dynamic cultural organisation with an internationally significant collection of Modern British Art and a critically acclaimed exhibition programme. Our mission is to share and stimulate new perspectives on British art and play a pivotal role in the creative lives of our audiences.

We are seeking an experienced and proactive HR Manager who will be responsible for delivering a compliant, consistent and fit-for-purpose approach to HR practice across the organisation and promoting a safe and supportive workplace culture.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557. We will be happy to help.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Simon Martin". The signature is written in a cursive style with a long horizontal stroke at the end.

Simon Martin
Director

Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that explores new perspectives on British art from 1900 to now, through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester.

The Gallery welcomed over 68,600 visitors in 2025/26. Our most recent major exhibition “William Nicholson” (which closed in mid-May) received over 37,000 visitors and generated over 65 pieces of coverage across publications and websites including *The Times*, *The Observer*, *The Daily Telegraph*, *The London Review of Books*, *Country Life*, *Apollo*, *The Burlington Magazine*, *The New Statesman* and *The Spectator*.

Our funding

The Gallery is a charity and operates on a mixed funding model; our revenue comes from earned income (included ticketed admission and events), endowment income, philanthropic and fundraised income and public funding. Our largest regular public funder is Chichester District Council and our Friends and Patrons schemes have over 4,100 memberships, which provide valuable income and support.

Our people

We currently employ 46 members of staff – led by our Director, Simon Martin - and are supported by over 200 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and external Advisory Groups.

Our values

1. Bold and ambitious

We are ambitious, confident and think big. We strive to be innovative and are not afraid to be experimental.

2. Collaborative

We are collaborative, make meaningful connections with our audiences, and provide a space in which people can connect with each other. We make narrative connections within interpretation, connecting Modern British to contemporary, historic and international art.

3. Open and welcoming

We are inclusive and open in all communication with our audiences. We are respectful of individuality and provide a warm, supportive and non-judgemental environment for all who engage with us. We are committed to promoting a diverse and inclusive workplace, providing opportunities that are open to everybody and include people from all backgrounds.

4. Outstanding quality

We are committed to achieving the highest standards in everything we do, ensuring a rigorous approach to curatorial and public programming, and an outstanding experience for our audiences at all stages of the visitor journey.

5. Our Commitment

Consideration of our environmental impact and ensuring sustainable development needs to be embedded within the organisation so will inform all our decisions.

Our location

Chichester is a cathedral city and the county town of West Sussex, which lies between the South Downs and the sea.

Amenities and attractions

The city centre has a great range of shops, cafes and restaurants and a weekly market. It is a 10-minute drive north into the South Downs National Park; a 15-minute drive to Chichester Harbour and a 20-minute drive south to the sandy beach at West Wittering.

Local leisure and cultural attractions include Chichester Festival Theatre, Chichester Gate Leisure Park (cinema, restaurants, entertainment) the Goodwood Estate, West Dean and the Weald & Downland Open Air Museum, and heritage sites such as the 12th century Chichester Cathedral, Fishbourne Roman Palace, Petworth House and Arundel Castle.

Transport links

Road: Chichester is on the A27 coastal trunk road, which connects the city to the M3, M27 and M275 motorways. There is also access to the north: the A29 to London joins the A27 a few miles outside the city; the A285 runs north-east to Petworth and beyond; and the A286 runs towards Haslemere, Surrey. There are a number of large car parks on the outskirts of the city centre, with the closest being a 10-min walk from the Gallery.

Rail: Chichester is a mainline station on the on the West Coastway Line, with regular services to Brighton (50mins), London Victoria via Horsham (90mins), Portsmouth (25 mins) and Southampton (55 mins).

Buses: Chichester bus station, located next to the railway station, is the local hub. Operators include Stagecoach in the South Downs and Compass Travel.

Job Description

Details

Job title:	HR Manager
Salary:	£35,000 - £40,000 per year (pro rata), subject to experience
Contract:	Permanent
Hours:	2.5 days / 18.75 hours per week (minimum)
Location:	Pallant House Gallery, Chichester (flexible working an option)
Department:	Finance & Operations
Line manager:	Finance Director

Purpose and key objectives

This new role has been created to embed HR expertise in the organisation and to provide effective advice to our team, which currently comprises 46 full time and part time employees (35.5 FTE), casual workers and over 200 volunteers. HR is currently managed by the Executive Assistant to the Director, supported by an external HR agency. The new HR Manager will be responsible for delivering a compliant, consistent and fit-for-purpose approach to HR practice across the organisation which reflects the Gallery's mission, vision and values; and promoting a supportive and inclusive workplace culture.

Main duties

Recruitment & Training

- To manage the full employee lifecycle from recruitment, onboarding and induction of new employees and casual workers, through to probation management and offboarding departing staff.
- To manage the Gallery's relationship with volunteers, supported by the Volunteer Coordinator, including recruitment, interviewing, and training volunteers.
- To perform background checks and secure DBS certificates as required.
- To work with the Executive Management Team, line managers and individuals to identify training needs and personal development opportunities across the organisation, ensuring maximum benefit to the organisation from the training budget.
- To manage the Gallery's online training platform, Virtual College, ensuring employees' completion of mandatory training requirements and maximising use of existing resources.

Administration & Systems

- To provide the Finance Director and external payroll provider with information for the monthly payroll, to respond to employee queries relating to pay and remuneration, and to support the annual Pay Review process.
- To manage staff benefits, including leave and pension, with periodic review against peer organisations.
- To support line managers and staff in implementing the Gallery's performance management process, ensuring that annual objectives and appraisals are completed and records are maintained.

- To maintain and monitor personnel records for operational and audit purposes, ensuring compliance with GDPR.
- To manage the Gallery's HR platform, BreatheHR, and ensure the system's full functionality, in terms of user experience and operational efficiency.
- To manage contracts for employees, contractors and freelancers, and support the Chief Operating Officer with contract administration for other aspects of the charity's work.

Policy Development & Management

- To act as the first point of contact for HR matters internally and provide ad-hoc HR guidance to the Board and Executive Management team, line managers, employees and casual workers.
- To advise on employee relations issues and coordinate the administration of employee relations casework, drawing on external advice and support as required.
- To develop and implement HR policies, procedures and systems, to reflect best practice and ensure compliance with UK employment legislation.
- To create and maintain handbooks and procedures for staff and volunteer roles.
- To collect and report HR monitoring data to the Executive Management Team and the Board in order to support effective risk management, and to provide information for a range of internal and external purposes including staff meetings and funding applications.
- To promote and embed a culture of equality, diversity and inclusion within the organisation and support access to the workplace.

Mandatory training in Health & Safety, GDPR & Cyber Security, EDI, and Safeguarding will be provided. The successful candidate will also be trained to become a Mental Health First Aider, Fire Marshall, and participate in Dementia Awareness training.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post.

Person Specification

Essential

- CIPD Level 5 qualification, or demonstrable experience of working at this level in a similar role.
- Excellent understanding of HR principles, employment law, and best practices.
- Excellent written and verbal communication and problem-solving skills.
- Excellent administrative and record keeping skills.
- Mediation skills, with an understanding of techniques for conflict resolution and facilitating productive discussions.
- Proven ability to prioritise tasks, meet deadlines and manage workload.
- IT proficiency, including Microsoft Office 365 software.
- A clear understanding of GDPR and the need to maintain strict confidentiality of employee data.
- A commitment to providing high quality HR services and fostering positive employee relations.

Desirable

- Experience of working in the charity sector.
- Experience of working in organisations with volunteers.
- Previous experience of BreatheHR, or similar cloud-based HR platforms.

Benefits and Wellbeing Package

Holiday Allowance

- 25 days basic holiday allowance (pro-rata), plus bank holidays
- Extra day off each year to celebrate a birthday or other occasion

Pension

- Auto Enrolment scheme. Currently a 5% contribution from Pallant House Gallery based on whole salary

Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 20% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)
- Free Art Fund 'Professional Art Pass', giving free or reduced price entry to a range of museums, galleries, and historic places across the UK
- Free admission to other partner organisations with which the Gallery has a current reciprocal arrangement

Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

How to apply

Process

Please complete and return the following forms, which are available to download our website here: pallant.org.uk/who-we-are/our-people/work-with-us/

- Application form
- Equality and Diversity Monitoring form

If you have any access issues or questions about these forms, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

The completed forms should be returned:

- by email to humanresources@pallant.org.uk
- or by post to Human Resources, Pallant House Gallery, 9 North Pallant, Chichester PO19 1TJ

Deadline for receipt of applications

The deadline for applications is 9am, Tuesday 30 June 2026. Any forms received after this time will not be accepted.

Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interview	Wednesday 8 July 2026	Online
Second interview (if required)	Wednesday 16 July 2026	Pallant House Gallery

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim¹.

¹ We reserve the right to pay a percentage of a candidate's travel expenses if it is felt that the cost incurred was not reasonable (eg. if the candidate chose to drive when they could have attended their interview on public transport at lower cost).

Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact humanresources@pallant.org.uk or phone us on 01243 774557.

Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition² and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

² The Equality Act 2010 states that a person has a disability if they *"have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities."*