



PLAS Y BRENIN

NATIONAL OUTDOOR CENTRE

Role Profile

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| Job Title: | HR Manager |
| Reports to: | Director of Development (Programme, Partnerships, People) |
| Location: | Plas y Brenin (PYB), Capel Curig, Conwy |
| Contract Type: | Permanent, Full-time |

Job Purpose

The HR Manager will play a pivotal role in supporting the organisation by delivering a comprehensive and people-focused HR service. The postholder will ensure that excellent people management practices underpin the Centre's mission to inspire, train, and develop outdoor leaders, coaches, and participants from across the UK and beyond, and to deliver an exceptional visitor experience in our Centre.

The HR Manager will take the lead on all HR related functions, ensuring the organisation remains compliant with all aspects of current employment law, and always follows best practice, to help ensure we have a supported, valued and effective team at PYB.

Key Responsibilities

Recruitment, Roles & Safeguarding

- Lead end-to-end recruitment across all roles, ensuring values-based and inclusive hiring aligned to the organisation's mission.
- Ensure detailed and accurate Role Profiles are created for all positions at PYB, both new and existing, alongside updated Organisation Charts.
- Oversee assessment of salary rates to ensure parity across departments and the wider relevant sector.
- Oversee safe recruitment practices including DBS checks, safeguarding compliance, and right-to-work verification.
- Support managers with, and/or lead effective and relevant induction and onboarding into the organisation, developing a full induction programme for all new starters.
- Ensure all necessary online and in-person training is completed for all team members, and full records are current and maintained.

Payroll & HR Systems

- Work closely with payroll teams to ensure accurate processing of all HR-related changes including starters, leavers, contracts, and salary amendments.
 - Maintain accurate HR records and ensure full compliance with GDPR and data protection requirements.
 - Develop and maintain HR reporting to support workforce planning and decision-making.
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Employee Relations & Case Management

- Manage a full range of employee relations cases including:
 - Grievance procedures
 - Disciplinary investigations
 - Performance and capability processes
 - Sickness absence management
 - Lead complex and sensitive casework, ensuring fair, consistent, and legally compliant outcomes in line with organisational values.
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Sickness Absence & Wellbeing

- Monitor absence trends and provide insight to support workforce wellbeing strategies.
 - Support managers with occupational health referrals, phased returns, and attendance improvement plans.
 - Promote a positive culture of wellbeing, resilience, and support in a physically demanding working environment.
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Coaching & Management Development

- Coach and mentor line managers to build confidence and capability in people management.
 - Provide expert HR guidance on employment law, policy, and best practice.
 - Strengthen leadership capability across a diverse workforce including instructors, operational staff, and support teams.
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Performance & Development

- Support implementation of performance frameworks that encourage continuous improvement and professional development.
- Guide managers through performance improvement and capability processes.
- Promote a culture of learning, reflection, and excellence in outdoor education delivery.
- Maintain updated records of all team training and development.

Complex HR Issues

- Lead on complex, high-risk, and sensitive HR matters, including safeguarding-related concerns where appropriate.
- Provide clear, pragmatic advice to senior leaders balancing organisational risk, legal compliance, and values-based decision making.
- Lead on any cases that require legal support.

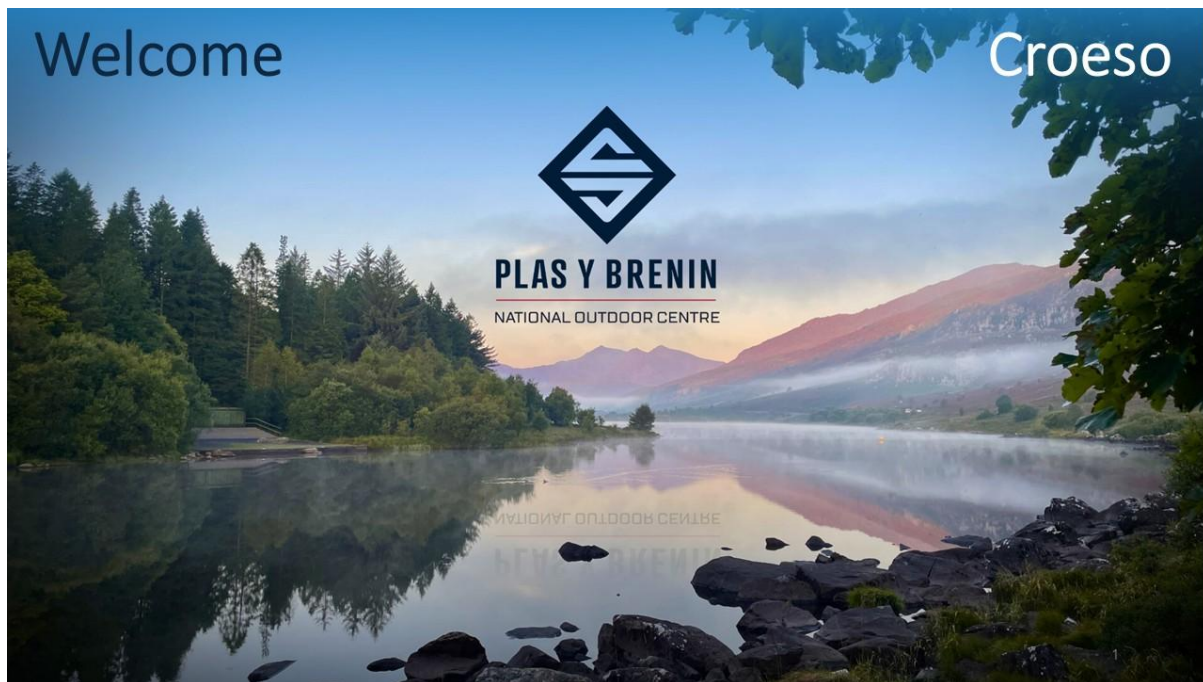
Policy, Compliance & Culture

- Review and develop HR policies ensuring compliance with employment law and alignment with charity and safeguarding requirements.
- Champion equality, diversity, and inclusion across all HR practices.
- Support a positive organisational culture rooted in respect, safety, learning, and environmental awareness.

General Responsibilities

- To play a full role as a member of the PYB Management team contributing to supporting the overall aims and goals of the whole organisation.
- To support the MTT and MTL Boards and Committees to maintain a highly effective form of governance through clarity of reporting - notably working closely with the Chair of the Remuneration, HR & Safeguarding Committee.
- To maintain knowledge of sector developments and ensure that PYB is at the forefront of current operational good practice.
- To maintain and demonstrate a positive and supportive attitude to the organisation as a whole and to colleagues and volunteers working within it, and to represent the organisation externally in a positive manner at all times.
- To maintain continuous professional development.
- To maintain one's own health and wellbeing through workload management and utilising any support services available.
- Any other duties commensurate with the role

The Place and The Organisation



Plas y Brenin is the UK's National Outdoor Centre, located in the heart of **Eryri**, surrounded by iconic mountain landscapes including Yr Wyddfa and the Llynau Mymbyr lakes.

Enjoying one of the most stunning locations in the National Park, with a world-famous view of Yr Wyddfa (Snowdon), our home in North Wales is a beautiful Grade 1 listed building, which houses over 30 bedrooms, a café bar and dining room, meeting and classrooms, a climbing wall and bunk houses all set in gorgeous grounds.



Plas y Brenin has a rich and distinctive history. Originally built in 1801 as the Capel Curig Inn by Lord Penrhyn, the site became a renowned hotel frequented by notable visitors including Queen Victoria and other members of the Royal Family. In 1955, it was repurposed as a national recreation and training centre and renamed Plas y Brenin, meaning “The King’s Mansion”.

Since then, it has developed into the UK's leading National Outdoor Centre, widely regarded as the “gold standard” for outdoor leadership training and development. Today it is operated by the Mountain Training Trust on behalf of Sport England, delivering world-class skills and

professional qualification courses in climbing, mountaineering, paddling, mountain biking, and leadership development.

We also deliver many outdoor residential experiences for schools, and through our Mountain Adventure Fund for groups from disadvantaged areas across England and Wales.

The Mountain Training Trust

Plas y Brenin is managed by the Mountain Training Trust (MTT), a charity founded in 1997 to inspire and educate through adventure. Widely recognised as the heart of British mountaineering, the centre is managed on behalf of Sport England and has long been a place where outdoor leaders, coaches, and instructors are trained to a high level of skill and professionalism.

MTT was created by three founding organisations – the British Mountaineering Council, Mountain Training UK & Ireland, and Mountain Training England – following a tender process in 1996 to take over the management of Plas y Brenin from the Sports Council. Alongside MTT, our trading subsidiary Mountain Training Limited (MTL) was established to deliver the operational contract and continues to support our charitable objectives.

Why work at Plas y Brenin?

Working at Plas y Brenin means being part of a nationally significant organisation with a unique legacy and purpose. Set in one of the UK's most spectacular mountain environments, the Centre exists to develop people, build leaders, and expand access to the outdoors for all.

This is a rare opportunity to work in a truly unique organisation, set within one of the most inspiring natural environments in the UK.

This role offers the chance to make a significant contribution to a charity that combines:

- A national role in outdoor leadership, skills and safety training
- A mission to improve wider wellbeing and access to the outdoors for all
- A positive, exciting working environment surrounded by the landscapes of Eryri National Park



Benefits

Role: HR Manger

Salary: £35k-£40k (Depending upon Experience)

Hours: Full time.

5 days over 7. Average 37hrs per week plus 1hr per day unpaid break.

Workplace: Expected at least 4 days per week in the Centre, with working from home 1 day per week permissible.

Holidays: 28 days per year inclusive of bank holidays

Pension: Automatic enrolment onto NEST pension programme

Other: Employee Assistance Programme

A fantastic place to work in a stunning location, with a great team, and an organisation that's fulfilling an incredibly important role in society – what's not to love!

How To Apply

Role: HR Manager

Please send an up-to-date CV (3 pages max) and a cover letter (2 pages max) saying how you meet the criteria in the Person Specification and how you can fulfil the requirements of the Role Profile, giving examples where possible from previous roles.

Please also include a paragraph about why you would like to work at Plas y Brenin and what you could bring to the organisation.

Send CV and Cover Letter to: joinourteam@pyb.co.uk

Closing Date: 12.00pm Mon 29th June 2026

If you would like to have an informal conversation about the role, please contact Gwenda Squire on **07840128988**

Interviews are likely to take place in the week beginning **6th July 2026**.