

Walworth Garden
Job Description: Human Resources Adviser
(P/T)

Reports to: CEO

Salary £30 -£35,000 per annum, pro rata, dependent on experience

One year contract with a potential for permanent, three days a week, flexible and hybrid

Varied working hours are required to ensure access to the HR service is equally available to all staff who start and finish at different times of the day.

All staff are required to undergo a Basic DBS check as Walworth Garden works with vulnerable members of our community and safeguarding is of paramount importance.

Purpose of the role

The HR Advisor will work with the CEO to ensure the organisation has appropriate HR advice and support on all matters relating to employment so that the organisation is always compliant and serves the best interests of all stakeholders.

Core responsibilities

HR Advisory

The HR Advisor is responsible for providing a full generalist HR service by:

- Working collaboratively with the CEO and line managers to provide first line advisory support and advice on all employee relations issues including, but not limited to grievances and disciplinaries, absences, performance management etc. ensuring compliance with policy and employment contracts and accurate related data and record keeping.
- Advise and support managers in accordance with current employment legislation and relevant policies and procedures
- Supporting recruitment activity for the area ensuring recruitment practices are up to date, compliant, inclusive and compliant with Walworth Garden and regulatory procedure

- Working with line managers so that all staff training and development needs are identified, well organised, cost-effective, in-line with the strategic plan and delivered in a timely manner.
- Developing and maintaining all policies relating to all stakeholders
- Providing employee support, ensuring any issues are identified in advance, reported to management where appropriate and resolved in a timely manner.
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- Oversee the implementation of Health and Safety regulations, ensuring the health and safety of all trainees, staff, and visitors to the Garden and recording and reporting any concerns to the CEO and board of trustees where necessary
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- Working with the CEO to further the progress of the strategic plan
- Providing support for or completing where necessary, all HR administration related to employees including recruitment, leaverings, annual leave, salary and all other benefits

Designated Safeguarding Lead (DSL)

- work with the management team to ensure safeguarding is at the heart of the Walworth Garden ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.
- Liaise with the CEO and chair of the HR sub committee to keep them informed of any safeguarding of issues especially ongoing enquiries and police investigations
- If necessary, liaise with the local authority case manager or the designated officer at the local authority if a concern has arisen regarding a member of staff
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Act as a source of support, advice and expertise for staff
- Keep detailed, accurate and secure written records of safeguarding concerns

In addition to formal training, the DSL should keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSLs, and attend locally arranged briefings.

HR Projects:

- Working with the CEO to administer and evaluate an appraisal or performance management system that suits the culture of the organisation and that works for all departments
- Developing, implementing and maintaining an appropriate staff well being programme available to all employees
- Managing and delivering a holistic reward strategy
- Utilizing employee engagement tools such as surveys and working groups to measure engagement levels, produce reports and advise on systems to make improvements
- To work with the CEO to introduce a cost effective workplace sick pay system that benefits all those eligible

Person specification - HR Adviser

Qualifications and Experience		Essential	Desirable
	CIPD qualified to level 3 or over	X	
	Significant experience of working with all levels of an organisation within an HR function	X	
	Strong experience in HR administration	X	
	Good knowledge of employment law	X	
	Experience of employee relations caseload (disciplinary & grievance meetings)	X	
	Good understanding of inclusive Recruitment & Selection processes	X	
	Experience of developing and managing key HR processes	X	
	Experience in the charity sector		X
	Health and Safety qualification and First Aid at work experience		X
Skills and abilities			

	Self-motivated and proactive, with the ability to work unsupervised using own initiative. To be a 'self starter' and comfortable working alone and as part of a team	X	
	Excellent administrative and organisational skills	X	
	Strong attention to detail, with a high level of accuracy	X	
	Excellent IT skills, including all Google Suite or Google Workplace packages	X	
	Good time management, able to prioritise workload in order to meet deadlines	X	
	Excellent verbal communication skills, able to communicate with diverse client groups at different levels and the ability to convey complex messages clearly	X	
	Ability to handle pressure, and difficult/ emotional situations	X	
	Strong written communication skills, able to produce concise correspondence and reports	X	
Personal Attributes			
	Able to demonstrate a strong commitment to EDI and be actively anti-racist, anti-ableist and inclusive.	X	
	Demonstrate a passion to further the charitable aims of the organisation and acts with integrity	X	
Safeguarding	Have experience, understanding and commitment to safeguarding	X	

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