



Beyond the Streets: HR officer

Dear Applicant,

Thank you for expressing an interest in the above post.

Beyond the Streets is a UK charity with over 20 years' experience of partnering with women in the sex industry, to see them safe from coercion, violence and abuse. We deliver trauma-informed, person-centred support, provide training, and create resources and reports informed by research, lived experience, and practitioner experience.

A wonderful opportunity exists to join the energetic, friendly, and talented Beyond the Streets staff team, dedicated to achieving the aim of living in a UK where women aren't compelled to sell sex; free from coercion, violence, poverty, and other abuses. We also work towards the aim of ensuring that those that are involved in selling sex can access effective services without experiencing barriers such as stigma, a lack of understanding, and judgemental attitudes.

The charity formed over 20 years ago, and we're now a leading specialist within our theme. Beyond the Streets works in 2 key areas:

1) **Direct Support:** We provide direct support for women involved in selling sex via two frontline services: 1) Beyond Support, based in Southampton, is a national remote telephone service offering long-term 1:1 support with trained Women's Support Workers; 2) Door of Hope is a service supporting women involved in selling sex on street in east London via street outreach, drop-ins, advocacy to gain/maintain access to services, 1:1 Psychotherapy sessions, and 1:1 long-term support

2) **Impact Work:** We run training courses for third sector / statutory professionals to increase awareness and educate on women's support needs. In partnership we produce research and resources and reports, involving lived experience voices, to support better access to services for women and encourage systemic change. We work to ensure that more is done to tackle the root causes of involvement in selling sex, and routes out are increased. We host a national affiliate network of 30+ similar organisations across England. Finally, we run an alternative history walking tour in the East End of London and online, called Whitechapel Women, to inform on the multiple disadvantages that women in the past and today face.

In this generalist HR officer role, you will be key to recruiting and retaining talented staff by helping to create a positive, inclusive, and empowering work environment that shapes our organisational culture. You will play an integral role in developing policies, advocating for best practices, managing employee relations, and leading initiatives focused on mental health and wellbeing.

As the HR Officer, you will have both strategic (supported closely by the CEO) and operational responsibilities, from embedding EEDI principles into our practices to providing expert support in areas such as recruitment, performance management, and employee relations.



With plans in place for team growth, training, and staff development, you will have the opportunity to quickly engage with important HR activities and also influence these initiatives with your own expertise. The position will report to the CEO and work closely with the wider Beyond the Streets team.

Beyond the Streets is a charity inspired by Christian values. This belief inspires us to work with acceptance, value and mutual respect for all. We promote a healthy work life balance and regularly reflect on our boundaries and our strategy for the year.

Please find enclosed in this Recruitment Pack the following information:

- 1) Information for Applicants
- 2) Job Description
- 3) Person Specification

Please complete the **Application Form** giving as much information as you can that is relevant to the role you are applying for.

It is important to us that you complete the **Equal Opportunities monitoring form**. This sheet will be detached from your application and kept separately until we need to contact you. The information given on it will not be used to make decisions about who is short-listed or recruited.

You should submit your completed application form along with the equal opportunities form to: recruitment@beyondthestreets.org.uk

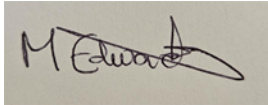
1. Make sure that you demonstrate in the application form your ability to meet the requirements of the Job Description and Person Specification, by giving clear, concise examples of how you meet each criterion, **as set out in the Person Specification**.
2. You must have all the Essential criteria to be able to do the job on day one. You may need to acquire the Desirable criteria to do the job, but they can be learned in the post.
3. The terms **Essential and Desirable** in the Person Specification refer to the importance we will give to your answers when we read your application.
4. See www.beyondthestreets.org.uk for more information about our charity.
5. We recognise our responsibility to remove any barriers in our recruitment process. If you have identified any barriers in the Job Description or Person Specification, please tell us of these in your application. We are committed to making any reasonable adjustment to the job where possible, and it would help us to know your needs to do this.

Deadline for applications: 9am 28th March 2025

Interview: 7th April

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink on a light-colored background. The signature appears to read 'Mari Edwards' and is written in a cursive, flowing style.

Mari Edwards

CEO

1) Information for Applicants

Equal Opportunities

Beyond the Streets sets a high standard for both its employment practices and its work, and people are recruited based on their merits, skills and abilities. We work towards ensuring that no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, disability, marital status, age, sexuality, political, religious beliefs or trade union activity. We are committed to building a diverse team, so encourage applications from candidates with lived experience of selling sex and/or sexual exploitation and those from diverse backgrounds including Black, Asian or Minority Ethnic candidates.

Safeguarding

We take Safeguarding seriously and invest time, training and thought into the way we interact with women and their children. We are continuously learning as we support women in complex and vulnerable spaces.

Ethos

As a charity inspired by Christian values, we have several key elements that are seen within our work. These are core to our organisational culture and shape our working practices and service delivery. This means:

1. We seek to show genuine care and be inclusive and recognise the intrinsic value in all people.
2. We see everyone as equal in diversity and work to see everyone treated in this way.
3. We believe in transformation and will work to enable people to see positive change in their lives.
4. We take a long-term approach and see the importance of persevering and celebrating progress.
5. We see the value of working together, addressing conflict and partnering to see lives changed.
6. We are sensitive to the misuse of power and recognise the importance of working alongside those we seek to serve.

Whilst these are our organisation's core beliefs, we will never look to impose them on anyone. Anyone looking to join the Beyond the Streets team, either as staff or in a voluntary



capacity must respect this ethos and will be expected to work within this framework to assist the charity towards achieving our vision of ending sexual exploitation.

Violence Against Women and Girls (VAWG) Perspective

At Beyond the Streets, we come in to contact with groups and individuals from various perspectives on selling sex and value this diversity. Having said this, over the years our perspective has developed and has been informed by our service users. We recognise that women's experiences of the sex industry vary but, overall, we view prostitution as a form of 'violence against women and girls' (VAWG) due to the harm we have found to be inherent. Central to this perspective is an understanding of the abuse of power and/or vulnerability faced by those who are sexually exploited or engaged in survival sex.

Lived Experience

We actively seek to recruit a diverse workforce which includes women with Lived Experience. This comes in many forms, but in this context, we refer to those who have had experiences of selling sex and/or sexual exploitation. As an organisation there is no expectation on individuals with Lived Experience to publicly draw on this experience in their work for Beyond the Streets, and we follow your lead on how much you want to share your story in multiple spaces, including within our own team.

Short-listing

All those that are shortlisted and invited to interview will receive a pre-interview pack that will include an introduction to the friendly interview panel and the list of questions that they will be asking.

If you have not been contacted within 10 days of the closing date for the job application, please assume your application has been unsuccessful on this occasion and we thank you for taking the time to fill in the application form, as well as an interest in working with Beyond the Streets.

2. JOB DESCRIPTION:

Job Title: HR Officer

Location: Flexible - willing to discuss hybrid working options

Hours: 21 hours per week

Salary: £32,000 per annum pro rata (inclusive of London weighting if applicable)

Leave: 25 days leave (pro rata), plus Bank Holiday Leave

Pension: 5% employer contribution (with statutory 3% employee contribution)

Reporting to: CEO

Job Purpose

To develop and modernise Beyond the Streets' HR structures, embedding Equity, Diversity, and Inclusion (EDI), ensuring best practice in recruitment and employee relations, and fostering a positive, inclusive, and empowering workplace culture.

Key Responsibilities

HR Policy and Best Practice

- Develop and implement HR policies that align with best practice and legal requirements.
- Ensure compliance with employment legislation and keep policies up to date.
- Provide expert HR advice to managers and staff on HR policies, procedures, and employee relations.
- Champion and embed Equity, Equality, Diversity, and Inclusion (EEDI) across all HR processes.

Recruitment and Onboarding

- Lead on recruitment processes, ensuring fair, transparent, and inclusive hiring practices.
- Support hiring managers in drafting job descriptions, interview questions, and selection criteria.
- Oversee and improve the onboarding process to ensure a positive experience for new starters.
- Ensure safer recruitment practices are consistently applied.

Employee Relations and Culture

- Foster a positive, inclusive, and supportive workplace culture.

- Act as the first point of contact for HR-related queries, providing guidance and support.
- Advise and support managers in handling performance management, grievances, and disciplinary procedures.
- Promote staff wellbeing initiatives and oversee our Employee Assistance Programme.

HR Operations and Compliance

- Maintain accurate HR records and oversee HR administration.
- Ensure effective systems for recording leave, sickness, and other HR data.
- Work with leadership to identify staff training and development needs.
- Support in planning and delivering training for managers on HR-related topics.

Organisational Culture

- Promote a culture of fairness, transparency, and accountability.
- Act as a champion for Beyond the Streets' mission and values in all HR practices.
- Ensure an ethical, people-centred approach in all HR decision-making.

Essential Skills and Experience

- Experience in HR management or a similar HR role.
- Strong understanding of HR best practices, including recruitment, employee relations, and performance management.
- Knowledge of employment law and HR compliance.
- Experience embedding Equity, Diversity, and Inclusion into HR processes.
- Proven ability to develop and implement HR policies and procedures.
- Excellent communication and interpersonal skills, with the ability to build relationships at all levels.
- Highly organised, with strong problem-solving skills and attention to detail.
- Experience working in the charity sector (desirable).
- A CIPD qualification (Level 3 or above) is preferred but not essential, as we value relevant experience and a strong understanding of HR practices.

Criteria	Essential/Desirable	Measured
1. Experience	<p>Essential</p> <ul style="list-style-type: none"> a) Proven experience in an HR role, ideally with generalist exposure. b) Experience with HR processes including recruitment, onboarding, performance management, and employee exits. c) Proven experience in implementing Equity, Equality, Diversity, and Inclusion (EEDI) initiatives to drive meaningful organisational change <p>Desirable</p> <ul style="list-style-type: none"> d) A CIPD qualification (Level 3 or above) 	<p>Application Form/Interview</p> <p>Application form</p> <p>Application form and interview</p> <p>Application from</p>
2. Skills /Abilities	<p>Essential</p> <ul style="list-style-type: none"> a) Comprehensive understanding of current employment legislation and regulations. b) Excellent verbal and written communication to effectively interact with employees at all levels. c) Strong ability to prioritise tasks, manage multiple projects, and meet deadlines. 	<p>Application Form/ Interview</p>
3. Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> a) Able to act as a champion for Beyond the Streets' mission and vision b) Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work c) Interested and motivated to further your own skills and knowledge d) Adaptable and flexible to changing environments and holistic ways of working 	<p>Application Form/ Interview</p>