

# Job description

**Job title:** HR Advisor

**Reports to:** Head of HR

**Contract:** permanent, full time 35 hours (0.8fte considered)

## About us

The Cardinal Hume Centre works to prevent and tackle youth and family homelessness. We:

- Provide a home with support for up to 39 young people
- Support children and families in housing or other need
- Offer housing and welfare rights advice to help people keep or find a stable home and to manage their money
- Advise and coach people to find work, learning or training
- Provide immigration advice to help people secure their legal right to remain in the UK to access homes, work and benefits.

In the last year we helped over 1500 people including over 800 families and over 300 children and young people, aiming to break the cycle of homelessness and poverty from a young age. Our approach is personalised, acknowledging the unique complexities of each individual through six key services: residential; family support, legal advice, employment, education and immigration advocacy.

The Centre is based within five minutes' walk from Parliament but works in an area where homelessness in nearly all its forms has increased. Around 3,800 children from Westminster are housed in temporary accommodation. Over 30% of children live in poverty. Families face unaffordable housing costs, a challenging labour market and rising levels of crime.

With an annual income in the region of £3.5 million, the Centre currently employs around 65 dedicated members of staff and around 45 volunteers.

## Team context

This role is part of the small, efficient HR and volunteering team, working alongside the volunteering coordinator and reporting to the head of HR. Your additional key relationships will be with all staff, in particular with the finance manager for monthly payroll.

## About the role

The overall purpose of this role is to provide a professional, efficient and proactive HR service. You will give HR and employee relations advice and support, co-ordinate the full employee lifecycle, analyse and prepare quarterly HR data reports and contributing to HR initiatives. You'll foster constructive working relationships at all levels across the organisation and build a genuine working relationship with the trade union. The role may have the opportunity to line manage in the future, dependent on business need.

## Job description

1. Serve as primary point of contact for all HR-related enquiries, including but not limited to, policies, processes and ER, ensuring a solutions-focused, accurate and timely response
2. Lead the in-house safer recruitment, selection and onboarding process, ensuring all pre-employment checks are completed accurately and efficiently
3. Support the annual objective-setting process, ensuring all staff have their personal development meetings
4. Coach and support managers to take confident ownership of staff management and performance management conversations, including with early or informal ER issues
5. Manage formal ER casework including capability, performance management, absence, disciplinary and grievance
6. Manage all contractual changes, ensuring staff are timely communicated with
7. Compile accurate monthly HR data to the finance team for payroll
8. Support the organisation with audit preparation and compliance checks in relation to HR information
9. Keep accurate records on the HRIS and staff files
10. Arrange individual, team and all-staff training, supporting learning and development initiatives, as required
11. Manage exit interviews, analysing the data to draw out themes which might need addressing
12. Compile accurate quarterly HR data for committee reports
13. Support with HR policy reviews
14. Support with wellbeing and staff benefit initiatives, including the coordination of the bi-monthly pulse surveys, analysing data to draw out themes and producing reports
15. Support with safeguarding
  - a) Management of staff and trustee db checks
  - b) Coordination of staff and trustee safeguarding training
16. Occasional support to the volunteering coordinator in their absence, running volunteer db checks and safeguarding training
17. Occasional administrative support to the staff engagement forum meetings
18. Any other task commensurate with the role

### **Person specification**

#### **Essential:**

1. CIPD qualified or QBE
2. Strong HR and ER advisory experience, with sound understanding of employment law, policy and best practice
3. Ability to manage ER cases
4. Excellent written and verbal communication skills
5. Ability to manage own workload to tight deadlines, including balancing multiple tasks simultaneously and with strong attention to detail
6. Ability to analyse data using HR systems and excel
7. A strong commitment to our mission, values and behaviours; a strong belief in the value of every individual

#### **Desirable:**

8. Experience with MS SharePoint file management system
9. Experience of working in a charity or organisation working with vulnerable people
10. General knowledge and awareness of the issues around youth and family homelessness

### **Additional information**

The Centre expects all staff to share its commitment to the following:

- an active commitment to ensuring that equality, diversity and inclusion is part of all work
- an understanding of and a commitment to safeguarding adults and vulnerable children in relation to your role
- to be supportive of all teams across the Centre whose work is invaluable to maintain the delivery of our work
- actively support the Centre's use of accurate data recording and monitoring requirements to support client delivery, to help ensure our interventions are impactful

### **Our people - we believe each person matters:**

#### **Our clients**

Our clients guide everything we do. We're here to help children, families and young people experiencing or at risk of homelessness, or clients who have urgent needs that can be met at the Centre and not elsewhere.

#### **We value every person; this is central to our work**

We seek to develop trusting relationships with our clients. We rely on them to help us improve and develop our services so we include them wherever possible in our work.

#### **Our staff and volunteers**

Our staff and volunteers are diverse in their backgrounds, and their skills and experience. Many have lived experience of the challenges our clients face. We are proud of our warm welcome and our team's commitment to support people facing disadvantage to escape the cycle of poverty and homelessness.

The Centre's [website](#) has more about our work including our [approach](#), our [strategy](#) and our [values](#) and behaviours.