



# HR Officer - Communities & Volunteers

## About us

Our vision is for nature and people to thrive in a world inspired by ecology.

The British Ecological Society (BES) was the first ecology society to be established anywhere in the world. We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries.

The successful candidate will become part of a wider staff team seeking to support the ecological community, and to excite and inspire our various audiences at a time when ecology has never been more relevant.

## Our communities

Our communities and volunteers reach beyond our membership to the wider ecological community across the world. They contribute significantly in a huge variety of ways to the delivery of our vision, and support every area of our business,

We want to ensure that they feel engaged and valued, and their expertise and time is recognised.

## About you

We are seeking an enthusiastic and self-motivated individual with demonstrable knowledge of developing and implementing new policies and processes to ensure best practice in recruitment, retention and engagement.

You will have a background in HR, and ideally, experience working with or supporting volunteers or communities.

You will need to have good IT skills, with knowledge of Microsoft Office and a CRM or People Management software.



## About the role

Reporting to the Head of People, and with support from the Director of Communities and Inclusion, the HR Officer for Communities and Volunteers will primarily:

- Produce volunteer management policies, procedures and documents to ensure compliance with latest good practice guidance.
- Support staff working with volunteers and other unpaid members of the BES communities to embed best practice in the valuing of unpaid contributors.
- Identify where the gaps lie in the EDI data of volunteers and actively seek to address these.
- Develop and implement, monitor and evaluate processes for a fair and equitable system of volunteer recruitment, benefits, recognition and awards.
- Take the lead on reward and recognition activities, such as Volunteers' Week events.
- Build strong relationships across our volunteer led communities to make sure we listen and learn to increase our impact.
- Promote volunteering at the British Ecological Society by overseeing the recruitment, training and professionalism/code of conduct of volunteers.
- Develop induction training for new volunteers and source further role-specific training to aid the ongoing development of volunteers.

*Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.*





## Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).



## BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Generous training budget (after probation)
- Cycle to work scheme (after probation)
- Season ticket loan

## Hybrid Working

BES staff are based at least 3 days per week at our office near Old Street in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, Nespresso machine, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.



## Further information and to apply

Contract: Full-time, 2-year fixed-term contract

Salary: £33,000 per annum

Working pattern: Full-time 35hrs Mon-Fri (working hours during events are subject to requirement) | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

Location: Hybrid | We ask that staff spend at least 60% of their time at our London office

Closing date: 24 April 2024 9:00am

Interview date: 3 May 2024

## How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

