

**HR  
OFFICER  
JOB ADVERT**

**Jericho**

# Who are we?

JERICO is an award winning Birmingham charity and family of seven social enterprises that provide supported work opportunities for people facing extreme challenges in getting a job.

We primarily support marginalised young people and survivors of modern slavery.

There is more to JERICO than just work. What makes us different is our combination of vital support and activities. These reduce isolation, support recovery and promote inclusion to transform lives and help people become more employable.

## Our Social Enterprises



# What's the job?

We are looking for someone to join us as our HR Officer and who wants a flexible HR role. Although this role reports to the HR Manager, the HR Manager's role is significantly part-time and whilst they will provide support and direction, day-to-day activities will be carried out by the HR Officer. This role gives the successful candidate the opportunity to shape their own role.

On a day to day basis, you will be the first point of contact for managers across the organisation when they need support and assistance with a range of employment issues across the employment lifecycle. These include but aren't limited to co-coordinating HR activities, for example EDI, recruitment, disciplinary hearings, and grievances (under the direction of the HR manager).

More specifically, key tasks will include:

- **Recruitment:** all the way through the process from identification of the vacancy to on-boarding and probation and everything in-between!
- **Management of HR Information System,** including inputting data into it and production of regular data packs
- **Preparing and amending where necessary HR documents,** including staff handbook, policies and other HR documents

- Working with the Finance Department by providing the relevant employee information including new starters and leavers
- Working with our Happiness Officer ensuring the annual staff survey is completed and analysed in a timely manner and other wellbeing activities.

You also need to be flexible as there are likely to be other HR duties you will get involved in.

## What's in it for you?

- A flexible part-time job, 22.5 hours per week and options about when these hours are worked Monday to Friday (ideally over 4 days but open to discussing 3 or 5 days).
- £30,000 full-time equivalent, pro-rota £18,000 per year
- 24 days holiday which increases with service up to 29 days plus 8 bank holidays (pro-rota)
- Enhanced sick pay after qualifying period
- Training and opportunity to join our wider leaders' team
- You will be based at our Head Office in Balsall Heath, and we will ask you to occasionally travel to other JERICHO and customer sites mainly for Employee Relations activities including recruitment, induction and note-taking for HR activities. This may also mean occasionally starting or finishing later than usual due to the working pattern of the staff in our teams.

There is the opportunity for some home-working if you want this to help manage your work/life balance.

## Who are we looking for?

- You need to have UK HR experience, but this could be 2 or 52 years across the full employee lifecycle
- Able to work under own initiative with limited supervision
- Good attention to detail and proficient with Microsoft suite of products
- Able to occasionally travel to JERICHO and customer sites to meet business needs
- Someone who can obtain a DBS check that is satisfactory to us as the role includes conducting DBS checks on our staff

## Other Information

You must have the Right to Work in the UK, we are unable to offer sponsorship as this role is not on the shortage list

# To Apply

Please email your CV and covering letter to [hrenquiries@jericho.org.uk](mailto:hrenquiries@jericho.org.uk)

The covering letter must include:

- Why you want to be considered for the role
- How you meet the job criteria
- Where you heard about the vacancy

For an informal conversation about the role please contact Dawn Hall on 07597 577 827 or [dawn.hall@jericho.org.uk](mailto:dawn.hall@jericho.org.uk).

**Closing Date:**

Midnight on Sunday 3rd November 2024

**Interview Date:**

Tuesday 12th November 2024

# Equal Opportunities

JERICHO actively welcomes all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion for creating better outcomes, and we're committed to creating an inclusive environment for all employees.

Help us understand who is applying for and getting roles with us by completing our [Equality and Diversity Questionnaire](#). This information is not accessible to the recruiting manager and it does not form part of your application.

We guarantee an interview to disabled candidates who meet the minimum criteria under the Disability Confident Scheme.