



# HR Officer - People & Operations

## About us

The British Ecological Society (BES) was the first ecology society to be established anywhere in the world. We have grown from our humble origins in 1913 to now having more than 7000 passionate members across 125 countries.

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

Our staff team of 40 help us to realise this vision, working across Policy, Education and Academic Publishing to support our many communities at a time when ecology has never been more relevant.

## Our People team

Our People team sits at the heart of our organisation. Working directly with the Chief Executive and led by the Head of People & Operations, the team ensures that our staff are engaged and supported to enable them to deliver all the exciting ambitions set out in our Strategic Plan.

## About you

We are looking at someone who is passionate about supporting and enabling our small team to achieve great things.

You will have demonstrable experience in providing professional HR support, and a desire to grow and develop your skills in a varied and interesting generalist role.

You will already have completed or be interested in undertaking CIPD accreditation in either People Management, or Learning & Development.

You will need to have good interpersonal skills, and be confident in your IT skills, having experience using Microsoft Office and a database or People Management software. You may have additional experience supporting in wider business support, such as office administration, IT or operations..



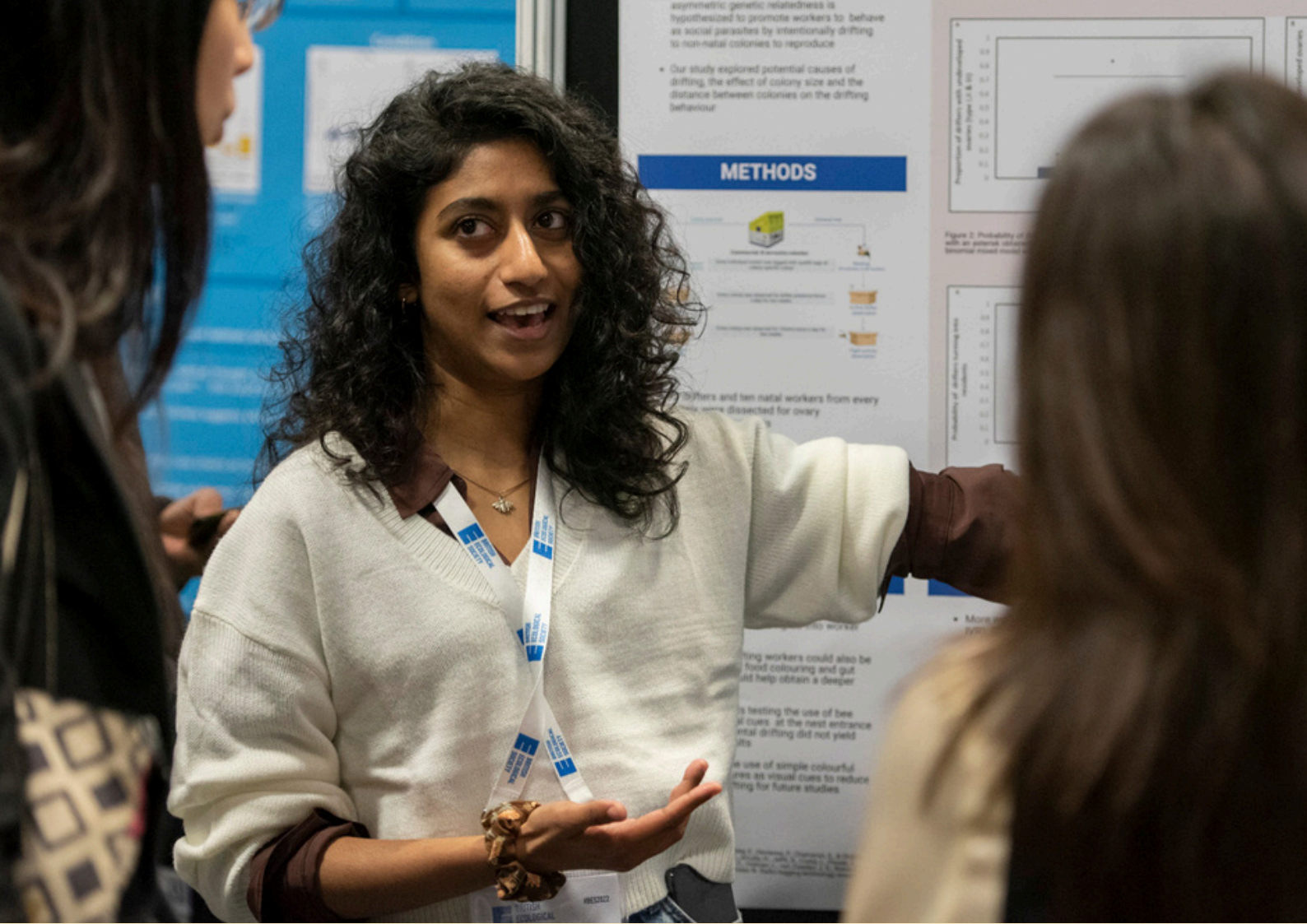


## About the role

Reporting to the Head of People, the HR Officer will primarily:

- Act as first point of contact on general HR & operational queries for the staff team
- Champion staff well-being, delivering our staff well-being events and socials, and supporting in the deliver of new well-being ventures, such as the 4-day work week trial
- Administer our HR and recruitment files and email inboxes, ensuring everything is kept up to date
- Support in the recruitment of diverse and effective staff
- Support in the training and development of our staff team
- Work with the Officer & Finance Assistant to ensure that the office operations are delivered effectively, and provide DSE support for staff in the office and in their remote setups
- Look to where the People team may further develop and improve its processes and support for the staff team and Society, either to improve their own capabilities or those of other staff

*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

- '4-day work week' (You can opt to work 32-hours over 4 days, instead of the contractual 35-hours over 5 days, at no loss of pay)
- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and the New Year
- Exciting wellbeing programme with regular activities and gifts
- 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 (after probation)

## 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.

## Further information

Contract: Full-time, permanent

Salary: £33,000 per annum

Working pattern: Full-time 35hrs Mon-Fri | Staff can opt to work 32hrs over 4 days each week at no loss of salary (working hours during events are subject to requirement)

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

Closing date: Wednesday 26 June 2024 9:00am

Interview date: Friday 5 July 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 answers to initial shortlisting questions
- 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 considered as part of the shortlisting process.

