

HR & Operations Assistant

Job description and person specification

Imagine being told that you, or someone you love, is losing their sight. In that moment, two profound questions demand urgent answers:

- Can this be stopped?
- How will I live my life?

Currently, research into preventing and treating sight loss is chronically underfunded, receiving a mere 1.2% of publicly funded health research grants: people who are blind or vision impaired are three times more likely to experience loneliness and isolation than the general population.

We find and fund the brilliant minds and bright ideas that put change in sight. Our researchers are at the forefront, making breakthroughs and discoveries that will prevent, treat and cure eye disease. The partnerships we build and initiatives we support are changing life for blind and vision impaired people.

We are Fight for Sight: we won't stop until we: Save Sight. Change Lives.

We have a clear ambition, led by our CEO, Keith Valentine, who has valuable lived experience of sight loss. We've secured well-respected and highly engaged ambassadors, such as Sir John Major and Frances Segelman.

We are now looking for experienced, committed, and creative individuals to join our dynamic team to help realise a new five-year growth strategy. **You'll be part of something impactful, we'd love to hear from you.**

The HR & Operations Assistant will play a crucial role in the future growth of our newly merged charity and the impact that we can achieve through partnership for people with sight loss.

This is a great role for someone with strong time management, multi-tasking skills and importantly, a curious mind that would like to develop their skills in a Human Resources career.

You will be a proactive graduate and/or HR professional willing and able to be hands on with a good eye for detail, as is necessary in a small organisation, alongside working strategically with the leadership team. You will be used to balancing numerous demands and deadlines and be committed to ensuring the HR and Operations functions work effectively across the charity.

Responsible to:

HR & Operations Manager

Direct reports

None

Working hours and contract

Full-time, permanent (35 hours per week)

Salary

£25,207 p.a. (London Living Wage)

Location

Hybrid working. with at least one day per week (usually Wednesdays) in Central London office, near Aldgate.

How to Apply

Applications close: 9am, Tuesday 18th February

Application process: Please answer the three questions required to be considered for this role. Please note that applications without a covering letter cannot be considered. Applications may close earlier due to the number of applications received.

Role Responsibilities

- Supporting the provision of a great HR service to the business, including all of the required administrative tasks to ensure smooth operations
- Support our HR initiatives, processes and procedures
- Support the recruitment, selection and induction process for the organisation, both for Retail & Head Office teams
- Support the development, motivation and wellbeing of staff and volunteers
- Help nurture a positive working environment
- Support the organisation's strategic programmes relating to HR
- Identify and implement improvements in HR processes
- Support areas relating to HR policy (e.g. grievances, disciplinaries etc)
- This role is ideal for someone keen to move towards building experience to become a future HR manager

Person specification:

Skills, knowledge & experience

Essential

- Ability to manage high volumes of varied work and operate to tight deadlines
- Knowledge of administrative functions
- Proficient IT skills, with knowledge of MSOffice

Desirable

- Ideally, you would be a graduate, or have prior experience to be able to demonstrate your HR & Operations abilities
- Experience of building relationships with a diverse range of internal and external stakeholders
- Keenness to be moving towards a CIPD qualification
- Familiarity with HR software and processes

Personal qualities

- Excellent organisation and planning skills
- Enthusiastic, friendly and engaging

- An excellent communicator, able to present complex information clearly in oral and written form
- Solutions-focused and willing to roll-up sleeves in a small team
- Self-starter, proactive and responsive attitude
- Positive, resilient and supportive of others
- Enjoy working at a fast pace, on own initiative to tight deadlines, with an eye for detail
- Comfortable managing multiple competing priorities
- A willingness and ability to learn new skills
- ‘Can do’ attitude and a sense of humour

Flexibility

The role description is a general outline of duties and responsibilities and may be amended as we grow. The post holder may be required to undertake other duties as may be reasonably required from time to time.

Employee benefits

We value our staff and volunteers and want to make sure that they are supported in their work. Other benefits we also offer are:

- A great team and a supportive culture
- Great central London offices
- Fantastic team and mission
- Employer pension contributions matching up to 10%, and death in service cover
- Generous parental leave
- Flexible/hybrid working options
- Apprenticeships scheme, study leave and financial support for training & development
- Cycle to work scheme, eye test vouchers, and a staff loan scheme, access to an Employee Assistance Program
- Death-in-service cover, a cycle to work scheme, an electric car leasing scheme, eye test vouchers, a staff loan scheme, and access to an Employee Assistance Program
- An active Social Committee and staff events

Application & Interview process

See above (page 2) for How to Apply. Please note that we value the authenticity and individuality of our applicants and believe that your CV and cover letter

should reflect your unique skills, experiences, and personality. Therefore, please refrain from using AI tools, including ChatGPT, to produce your application materials. Applications drafted with the assistance of AI will be automatically rejected.

Successfully shortlisted applicants will be invited to interview online via MS Teams.

The interview process is planned as follows:

- 1st Interview: Wednesday 26 February 2025 (TBC) – there may be a short administrative task to complete ahead of the interview.
- 2nd Interview and an informal meeting with colleagues – Date TBC

Accessibility

We believe in fostering an inclusive environment where all individuals, regardless of their abilities or circumstances, feel supported and valued. If you have any accessibility requirements or specific needs that you would like us to accommodate during the application process, please let us know. If you are unfamiliar with MS Teams and would like to familiarise yourself with the platform before the interview, we are more than happy to arrange a tech run-through to ensure your comfort and confidence.

Equal opportunities, diversity & inclusion

Don't meet every single requirement? At Fight for Sight and Vision Foundation we are dedicated to building a diverse and inclusive workforce, so if you're excited about this role but your past experience doesn't align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

Other information

We draw your attention to some important policies that govern the research that our charity funds. You can find these [here](#).