

## HR Adviser

May 2026

### Job description

**Role:** HR Adviser  
**Reports to:** CEO / Director of Membership and Operations  
**Salary:** c. £40,000 per annum FTE (depending on experience)  
**Position:** 4-6 month role, secondments welcome, full or part-time  
**Location:** Hybrid working (home and office in central London, WC1)

**Closing date:** extended to 17<sup>th</sup> June

Ideally available to start as soon as possible

### About the role

This is an exciting opportunity to lead and deliver an HR transformation project, helping AMRC to deliver a more effective HR function that enables our team to learn, develop and thrive. The postholder will be responsible for refreshing and delivering fit-for-purpose HR policies and processes, and for developing a new learning and development framework. AMRC has a small but growing team (now 20 people) and we have always outsourced our HR support. We are now looking for someone who can embed themselves in the AMRC team, to understand our culture and help us prioritise being a great place to work. AMRC has recently published a new strategy which sets out our purpose to champion, support and connect our members. This role will help us show how we also champion, support and connect our employees.

### About you

You will be an experienced HR generalist, looking to take the next step to provide consultancy advice and hands-on support for a small but growing mission-led organisation. You will have strong experience of policy and process improvement, including reviewing, updating, and embedding HR policies. And you will be passionate about people, learning and development, helping a small team to thrive. You must also have excellent communication skills, to develop HR policies that are jargon-free, simple and accessible. You will need to be self-disciplined and adaptable with a professional, positive and can-do attitude. You will ideally have experience in the charity or not-for-profit sector, and understand the HR issues that small organisations face.

### About AMRC

The Association of Medical Research Charities (AMRC) is proud to represent over 150 leading medical research charities. They include household names such as Cancer Research UK and the British Heart Foundation, as well as smaller charities who invest in rare diseases and areas of unmet need. Our members have a laser focus on their disease areas and a deep understanding of their patient communities. They fund where there's an opportunity to accelerate progress – their research improves lives and offers hope.

Despite being a small team, AMRC has a large and influential presence. We champion our charities and tell their collective story. We advocate for a thriving research environment that delivers for patients, representing our members on over 50 boards, committees and working

groups. We support our charities to fund research as effectively as possible, we provide a kitemark of quality, and we help our members to navigate a changing landscape. We also connect our charities so they can share learning and collaborate, and we open up opportunities for them to partner with others from across the research system.

All AMRC staff have the chance to work directly with our members and external stakeholders, providing fantastic opportunities for career development and building a profile in the sector. We also offer a very flexible working environment – staff have the option to work in our office or remotely, with a minimum 20% in the office per calendar month – and we have a generous leave allowance.

## How to apply

Please send your CV and a cover letter explaining what makes you a strong candidate for this role to [jobs@amrc.org.uk](mailto:jobs@amrc.org.uk). Please quote “HR Adviser” in the email subject. If you have any questions about the role, or wish to have an informal conversation, please email [jobs@amrc.org.uk](mailto:jobs@amrc.org.uk).

## Job title: HR Adviser

### Overall objectives

- Develop and implement a new learning and development framework
- Review and redraft our policies to make them clear, accessible and easy-to-use
- Develop clear procedures, templates and checklists for key HR processes
- Update our staff handbook

### Key responsibilities

#### 1. Develop and implement a new learning and development framework

Building on recent work we have undertaken to define AMRC's core competencies and to set out a pathway for progress, the post holder will:

- Introduce a new approach that sets out the behaviours and core competencies that help us live our values, deliver for our members, and work well together
- Develop and implement a stronger offer for training, learning and development, that uses a range of approaches to encourage and support learning, including identifying appropriate training courses
- Design a transparent framework for progression to set clear expectations and to allow us to manage progression fairly and consistently
- Develop and implement a clear process for appraisal, performance and development conversations with managers.

#### 2. Review and redraft our HR policies

- Develop a consistent set of HR policies that are clear, accessible and easy-to-use. This will include ensuring that our policies meet recent changes to employment law, and reflect the recommendations of a recent benefits review.
- Deliver a refreshed suites of policies for:
  - Managing well-being, sickness and absence
  - Family-friendly and managing work-life balance
  - Annual leave
  - Performance management.

#### 3. Develop clear procedures, templates and checklists for key HR processes

- Develop and introduce consistent procedures and simple checklists for key HR processes, to ensure we are implementing our policies effectively, while also taking an inclusive approach.
- Develop templates and checklists, including for: Recruitment process and interviews; Employment contracts; Induction and onboarding staff; Probation; Using MyHR effectively; Maternity and parental leave; Employing interns, consultants, and

contractors; Flexible ways of working; Accessing benefits (including Employee Assistance Programme, flu jabs etc.); Health and safety; and Leavers.

#### 4. Update our staff handbook

- Update our staff handbook so that it reflects our culture and values, and provides a clear summary of our benefits, policies, and approach to learning and development.
- Help us make the most of our new office facilities. We want to ensure that our hybrid policy and ways of working are helping everyone deliver to their best, while meeting the needs of both individuals and the organization.

### Person specification

Where *D* is 'desirable' and *E* is 'essential'.

<b>Education and experience</b>	
Proven broad and generalist HR experience across the employee life-cycle, including hands-on understanding of HR policies; recruitment and onboarding processes; learning, development and progression; and supporting employee wellbeing.	E
Strong knowledge of UK employment law and HR best practice	E
CIPD qualified [or working towards] to level 5, or able to demonstrate equivalent knowledge through experience	E
Experience in the charity or not-for-profit sector	D
Understanding of HR issues in a small organisation	D
<b>Skills</b>	
Excellent written and oral communication skills	E
Excellent project management skills, ability to lead projects from beginning to end, and take responsibility for their smooth running	E
Excellent problem solving skills, able to work with others to develop and implement solutions	E
Strong interpersonal skills, able to work well with colleagues	E
Ability to work methodically and accurately with excellent attention to detail	E
Positive proactive attitude to work, open to learning and new ways of working	E
Good IT skills, and use of Microsoft products including word, Excel and PowerPoint, and experience with HR systems	E