



Could you be our HR and Recruitment Coordinator?



Who We Are

Do you believe in a world where we all belong?

OUR COMMUNITY

At L'Arche we build Communities together with people with learning disabilities rather than doing it for them, and we are committed to mutually transforming relationships in a world where all belong.

L'Arche London is a diverse and inclusive Christian community of 100 people with and without learning disabilities, sharing ordinary life and building extraordinary relationships.

Excellence in care and a commitment to living in community is what makes us unique. We are a high quality care and support provider, regulated by the Care Quality Commission in England.

Are you inspired to bring your skills, experience and values to support our vision of a more humans ociety?

DIVERSITY PLEDGE

We actively encourage people with a wide diversity of backgrounds and personal stories to join us. If there are areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn new skills, to provide training and to make adjustments to make this job the right fit for the right person.

We welcome and encourage applications from people of all backgrounds protected by the Equality Act. We encourage candidates who are disabled or from a minority ethnic background.

If you would like to talk anything through before applying, please contact:

Kelly McReil
recruitment.london@larche.org.uk
or call 020 8655 9636



WANT TO GET TO KNOW US BETTER?

[Our unique approach](http://www.larche.org.uk/Listing/Category/our-unique-approach)

www.larche.org.uk/Listing/Category/our-unique-approach



[Why work for L'Arche?](http://www.larche.org.uk/why-work-for-larche)

www.larche.org.uk/why-work-for-larche



Role Description

Job title:	HR and Recruitment Coordinator
Hours:	Full time (37.5 hours per week)
Salary:	£35,830.08 per year
Location:	West Norwood, South London SE27. Some remote working is possible
Reports to:	L'Arche London Community Leader/ Director
Contract type:	Permanent

ABOUT THIS ROLE

Lead HR functions in L'Arche London, overseeing all HR aspects, managing a small team, and coordinating with L'Arche UK for HR support, recruitment, and payroll administration.

Key relationships:

- Network of HR leads in each community
- National HR/Recruitment advisor
- Community Leader, and L'Arche London Community Coordinating Team
- L'Arche London Support Assistants



Key Responsibilities

RECRUITMENT, RETENTION, AND BELONGING

- Lead recruitment strategy and processes, including outreach, reference and DBS checks, Right to Work checks, and UKVI visa compliance.
- Collaborate with the Coordinating team to identify vacancies and recruitment needs.
- Ensure smooth on boarding of new employees, including setting up IT access and facilitating their integration into community groups.
- Report on vacancies and retention to L'Arche in the UK team, funders, and stakeholders.
- Lead employee retention initiatives and drive best practices in equity, diversity, and inclusion, ensuring a supportive and inclusive environment for everyone.
- Oversee and lead on accompaniment (L'Arche's mentoring programme) with support of the Volunteer Coordinator.

HR STRUCTURE, STRATEGY, AND SERVICES

- Maintain the HR database (YouManage) ensuring compliance with CQC and statutory inspection requirements.
- Oversee performance and conduct issues, liaising with L'Arche in the UK HR team and HR legal support service (Rradar) as necessary.
- Manage the HR team, ensuring clear and cost-effective HR services, learning, development, and volunteer programmes.
- Ensure adherence to visa conditions and employment legislation.
- Lead strategic marketing for all vacancies and opportunities.

PAYROLL

- Coordinate the submission of payroll information to the L'Arche in the UK national finance team.
- Monitor leave, sickness, and retention records.
- Maintain accurate records of financial matters such as loans, salary advances, and pay scale increases.

LEADERSHIP

- Champion L'Arche's mission and values, maximising employee engagement and decision-making involvement.
- Contribute to the development and implementation of a common vision and strategy within the Coordinating team.
- Attend meetings and provide peer support within the L'Arche UK network.

OTHER RESPONSIBILITIES

- Flexibly respond to the evolving needs of the L'Arche London Community.



Person Specification

ESSENTIAL CRITERIA

- Experience leading HR processes, including recruitment and retention.
- Ability to support managers in policy implementation and staff queries.
- Direct HR systems management experience.
- Knowledge of UK employment law and best practices.
- Experience managing records and databases in compliance with GDPR.
- Enthusiasm for L'Arche's mission and values.
- Project and time management skills.
- HR qualification (e.g., CIPD) or equivalent experience.

DESIRABLE CRITERIA

- Experience working with volunteers.
- Local recruitment strategy experience.
- Financial management and budget analysis experience.
- Knowledge of social care and supporting adults with learning disabilities and autism, including an understanding of CQC regulations.
- Experience managing a small team and leading change.

SKILLS, ABILITIES, AND VALUES

- Passionate about employee development and community life.
- Attention to detail, particularly in payroll management
- Capable of coaching, developing others, and addressing under-performance.
- Organised, able to prioritise, delegate, and work independently.
- Effective communicator with diverse audiences, including those with disabilities.
- Committed to equity, diversity, and inclusion.
- Caring, curious, and self-aware.
- Dedicated to ongoing professional and personal development.
- Hopeful and articulate about personal values and spirituality.

Terms and conditions

Contract and Pay:

- Appointment subject to references, work history verification, Right to Work check, enhanced DBS check, and a 3-month probationary period.
- Salary: £35,830.08 (Banding F1), with an incremental increase in the second and third year of employment.
- A group personal pension plan

Hours and Holiday:

- 37.5 hours per week during core office hours.
- Some remote working possible.
- Unpaid overtime, with time off in lieu for weekend/evening work.
- 33 days of paid leave per year, including 8 days in lieu of bank holidays.
- October start date preferred

Line Manager:

- Reports to L'Arche London Community Leader/Director.
- Manages the Volunteers Coordinator and Training and Formation Coordinator.

Training and Support:

- Access to L'Arche's training and formation programme.
- Free Employee Assistance Programme.



We Value

TREATING PEOPLE WITH DIGNITY AND RESPECT:

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

FRIENDLINESS AND WELCOME:

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

EMPATHY:

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

INTEGRITY:

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

COMMITMENT TO COMMUNITY BUILDING:

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

OPENNESS TO REFLECTION, LEARNING AND GROWTH:

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

