



**Could you be our
HR 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:

Nicky Martin
recruitment.london@larche.org.uk
or call 07703 729840



WANT TO GET TO KNOW US BETTER?

Our unique approach

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



Why work for L'Arche?

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



Role Description

Job title:	HR Coordinator
Hours:	22.5 hours per week (days and times to be agreed to ensure all aspects of the role are covered)
Salary:	£35,830.08 (pro rata to 22.5 hours £21,498.04) inc London Weighting
Location:	L'Arche London office in West Norwood, London, SE27. Some remote working may be possible in agreement with the line manager
Reports to:	L'Arche London Community Leader/ Director
Contract type:	Permanent, Part-Time

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

You will receive support from:

- The HR Lead in L'Arche UK, Tier 2 & 5 visa administration, and a national Finance Coordinator and their assistants
- You will have access to a professional HR advice line
- You will peer support from those responsible for HR in other L'Arche communities



Key Responsibilities

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MAIN AREAS OF RESPONSIBILITY

- Oversee the recruitment, induction and retention of all L'Arche London's teams.
- Manage all of L'Arche London's HR systems and procedures, ensuring they meet all regulatory and organisational requirements.
- Lead on and support L'Arche London's teams with all probation, supervision, appraisal, discipline, conduct and competency issues.
- Management of L'Arche London's payroll systems.
- Monitoring and management of HR budget.
- Line manage the HR Administrator, Training and Formation Co-ordinator, Volunteer Co-ordinator and other assistants as required.
- Collaborate with the L'Arche UK HR team and other HR Co-ordinators across L'Arche UK's Communities.
- You will play an integral part in the leadership of L'Arche London and will help shape its future development.

COORDINATE AND LEAD THE HR TEAM

- Supervise and support the HR team (currently the HR Administrator, Training and Formation Co-ordinator and Volunteer Co-ordinator).
- Ensure good communication within the team including holding regular team meetings.
- Ensure HR cover during core hours, Monday to Friday.
- Hold annual appraisals against job description and objectives.

RECRUITMENT, RETENTION, AND BELONGING

- You will oversee the management of all recruitment processes.
- Create a close liaison with the leadership team to understand recruitment requirements.
- Agree on starting salaries and terms and conditions in liaison with relevant managers and relevant L'Arche UK guidance.
- Creative and strategic marketing of all opportunities within L'Arche London. Lead on the use of the L'Arche London social media platforms for advertising vacancies and work with the L'Arche UK Communications team to ensure effective use of the L'Arche website.
- Timely and courteous communication to all candidates.
- Co-ordinating interviews and recruitment processes.
- Co-ordinating pre-employment checks including references, visa and right to work checks and DBS applications. The L'Arche UK team supports these processes.
- Manage the arrival and ensure the warm and effective welcome of new team members to the Community.
- Issue letters of appointment, contracts and access to policies and procedures.
- Co-ordinate the induction process including: IT access, setting up on the data-base and payroll system for new starters.
- Emphasise inclusive recruitment processes (equal opportunities).
- Provide access to/ guidance on employee benefits/ support (eg EAP programme).



Key Responsibilities

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HR STRUCTURE, STRATEGY, AND SERVICES

- Ensure systems and processes are kept up to date in line with regulatory requirements.
- Manage DBS processes ensuring initial checks and renewals.
- Liaise with L'Arche UK HR lead to ensure all conditions are met for the sponsorship of work and volunteer visas.
- Manage the HR data-base and ensure all HR records for each assistants are maintained in line with regulatory, CQC and GDPR requirements.
- Lead on the HR element of CQC Annual Returns and inspections.
- Monitor vacancies, leave, sickness and retention data; report this to relevant committees.
- Support leaders to investigate and manage discipline, conduct & competency issues, providing clear guidance on processes as well as on pastoral support (wellbeing support).
- Ensure that current employment, equal opportunities and data protection legislation and good practice are consistently applied across the Community. Reviewing and updating policies as appropriate in liaison with L'Arche UK.
- Ensure compliance with GDPR across the community.
- Ensure probationary reviews, supervisions and appraisals take place within time-scales and are of good quality.

PAYROLL

- Co-ordinate the submission of accurate and timely payroll information to the National Finance team, working with the HR Administrator to:
- Receive and collate working data and rota information.
- Keep accurate records of increments, property deposits, loans, salary advances, periods of unpaid leave for renewing visas, maternity leave, sickness and any other changes.
- Advise assistants of any salary changes.

COMMUNITY

- Contribute to the cleanliness and safe operation of the building, helping to ensure the L'Arche London office is a well-run and welcoming place.
- Provide back-up advice and support to the 1st on-call manager as part of a rota consisting of the senior leadership team.
- Attend, lead and participate in occasional evening and weekend meetings and events, eg L'Arche community events or recruitment fairs.
- Attend training as requested in line with requirements of the organisation and the role.
- Commit to ongoing personal development and learning, including staying up to date with guidance and legislation relevant to HR.
- Other duties and projects that may be required.



Person Specification

ESSENTIAL CRITERIA

- Experience of working in HR, including recruitment, record keeping, supporting managers to implement policies, and responding to queries from team members.
- Knowledge of legal requirements and good practice in employment issues.
- Demonstrable interest and enthusiasm for the purpose of L'Arche and empathy with values and current strategy.
- Experience of managing a team.
- Monitoring work/projects.

SKILLS, ABILITIES, AND VALUES

- Numeracy and attention to detail with experience in budget management and the ability to manage payroll information (our central finance team process and manage payroll).
- Confident IT skills and experienced in the use of Microsoft applications.
- Ability to design and adapt systems to ensure that we meet legal requirements and good practice requirements in employment, drawing on material from a range of sources including L'Arche UK.
- Ability to manage and supervise team members and to ensure their workload is planned in order to co-ordinate and ensure continuity between the different roles.
- Good communication skills, both written and verbal, and the ability to build working relationships with service co-ordinators, the national finance office, and others within L'Arche.
- Ability to work on own initiative and develop new ideas to fulfil post requirements.
- Excellent time management skills and the ability to manage competing demands.

DESIRABLE CRITERIA

- Experience of working within a charity or voluntary sector organisation and/or supporting people with learning disabilities.
- CIPD or relevant qualification in one or more of the key areas of HR, Finance and Business administration/ management.
- Experience of negotiating with and managing contracts with external agencies.

PERSONAL QUALITIES

- Trustworthy with the ability to deal with personal data, money and access to IT systems.
- Approachable and encouraging of others with the ability to secure the trust of team members, colleagues and potential applicants.
- Confident in your own abilities to handle confidential information and offer advice on sensitive issues, including disciplinary and grievance processes, underperformance and absences.
- Ensure good self-care in order that you have the energy and resources to fulfil the role.

TERMS AND CONDITIONS

- 22.5 hours per week (days and times to be agreed to ensure all aspects of the role are covered).
- Some remote working possible.
- Unpaid overtime, with time off in lieu for weekend/evening work.
- Appointment subject to references, work history verification, Right to Work check, enhanced DBS check.

TRAINING AND SUPPORT

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

Our Benefits

As well as joining a friendly Community, where you will be well supervised and supported, and benefit from L'Arche's mentorship programme, these are some other benefits you get by working for us:

- Joining shared meals since cooking and having a meal together is what we are all about.
- Achieve professional qualifications while benefiting from exceptional training and development opportunities.
- Interest free loans and salary advances available
- Free eye tests and a contribution towards the cost of glasses if you need them for work.
- Free DBS / PVG checks
- Free SSSC registration
- Free Blue Light Card
- Professional membership fees paid if they are directly relevant to your role
- Free Employee Assistance Programme available to everyone
- Up to 5 days paid compassionate leave
- Up to 6 days paid (pro rata) for time off for emergency dependents leave
- Carer and Childminder costs available in some circumstances to facilitate attendance at residential meetings
- Paid mileage costs at HMRC rate
- Working from Home Allowance for those in office-based roles but for whom no office is provided
- Specialist bereavement counselling for employees and their family members
- Access to the Bike to Work scheme

