

Job Description

Job title:	Human Resources Officer
Department:	Executive
Responsible to:	Head of HR
Location:	This role is based in London (UK) - hybrid working
Salary:	32,500£ per annum (pro rata for the duration of the contract)
Working pattern:	Full time, 38.5 hours per week
Duration of contract:	Fixed-term, up to 5 months

Job purpose:

The Human Resources Officer provides administrative and operational support to the HR function, assisting with the delivery of a responsive and efficient HR service to staff, managers and volunteers across the London and Berlin offices.

Working closely with the Head of HR and HR Coordinator, the postholder will support day-to-day HR activities across the employee lifecycle, maintain accurate employee records and assist with the implementation of a new HR system.

The role requires a high level of confidentiality, attention to detail and a proactive approach to supporting colleagues and improving HR processes.

This is a temporary position for up to five months, providing additional support to the HR function during a period of operational activity and HR system implementation.

The postholder will be expected to work flexibly across the responsibilities outlined below, depending on the needs and priorities of the HR team.

Key responsibilities:

1. Recruitment and onboarding

- Support recruitment managers and the HR Coordinator throughout the recruitment and selection process, including advertising vacancies, coordinating interviews and communicating with candidates.
- Assist with pre-employment checks, including references, right-to-work verification and other relevant background checks.
- Support the preparation of recruitment and onboarding documentation, ensuring records are accurate and maintained appropriately.

2. HR administration and systems

- Maintain and update employee records and information held within the HR information system (HRIS), ensuring accuracy, confidentiality and compliance with data protection requirements.
- Produce routine HR reports and support the maintenance of accurate people data.

- Identify opportunities to improve administrative processes and support the continuous improvement of HR systems and procedures.
- Assist with the preparation and maintenance of HR documentation, correspondence and records.

3. HR system implementation

- Provide administrative and operational support to the Head of HR and HR Coordinator during the implementation of a new HR system.
- Assist with preparing, reviewing and updating employee data ahead of the system transition.
- Support data checking, system testing and other implementation activities as required.

4. Employee relations and HR support

- Provide administrative support for employee relations processes, including preparing documentation, coordinating meetings and maintaining confidential records.
- Act as a first point of contact for routine HR queries, responding to staff and managers or referring more complex matters to the HR Coordinator or Head of HR.
- Monitor and manage shared HR inboxes and the HR support ticketing system, ensuring queries are acknowledged and addressed in a timely manner.
- Support the administration of HR policies and procedures, ensuring consistency and accuracy.

5. General responsibilities

- Promote equality, diversity and inclusion and contribute to a positive and respectful working environment.
- Maintain confidentiality and handle sensitive personal information with discretion and professionalism.
- Work collaboratively with colleagues across the London and Berlin offices.

The above is not an exhaustive list. The job holder will perform other duties as assigned by their line manager.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification

	Essential criteria	How it will be assessed*
Experience	• Experience providing HR administration or operational across the employee lifecycle • Experience maintaining an HR information system and producing accurate people data reports • Proven record of handling confidential and sensitive information with discretion and sound judgement	A, I

	• Experience within a charity or not-for-profit organisation (Desirable)	
Skills & knowledge	• Competent in managing recruitment, learning programs, and performance reviews. • Ability to effectively use applicant tracking systems (ATS) and job boards. • Good knowledge of EDI and wellbeing frameworks within the HR function. Ability to communicate and coordinate HR initiatives across departments. • Good understanding of HR policies and compliance. • Ability to accurately document and update policy information. • Good skills in policy communication and employee guidance. • German or other language skills would be desirable. • Good working knowledge of Google Workspace	A, I, UT
Qualifications	• Undergraduate degree or equivalent • CIPD (Level 3 or above) qualification or working towards one	A
Core competencies	• Can plan and prioritise tasks effectively, factoring in team goals and available resources. • Is resilient when faced with obstacles. Treats others with respect and inclusivity, speaks up when these are not demonstrated. • Can recognise if there is a potential risk to the stakeholder or the relationship and escalates if necessary. Is accurate and prompt when responding to stakeholders, responding to questions clearly and logically. • Ability to prepare and present information in an engaging manner, free of ambiguity (both written and verbal). Communicates effectively across different teams within the organisation. • Recognises problems and evaluates available solutions within standard guidelines. Suggests improvements to processes and procedures to enhance efficiency. Gather relevant information to assist in decision-making. Escalates more complex issues with clear explanations of the problem and potential options. Demonstrates initiative in resolving minor issues independently. • Can carry out work to expected standards based on feedback. Looks proactively internally and externally for examples of best practice to be implemented.	A, I, UT

*A = Application - I = Interview - UT = Unseen task - P = Presentation - AC = Assessment Centre

Safeguarding children and adults

UWC International holds strict children, young adults and adults safeguarding principles and has a zero-tolerance policy for conducts of sexual harassment, exploitation and abuse in the workplace and other places where the organisation's activities are rendered. In the process of recruitment, selection and appointment, UWC International conducts a range of procedures and actions including Criminal Background Checks / Certificate of good conduct to ensure children, young adults and adults are safeguarded and abuse is prevented.

We expect all applicants and staff to share this commitment and to undergo appropriate checks, including a Basic Disclosure and Barring Service (DBS) or international equivalent check.

Staff will take an active role in ensuring that we are meeting our safeguarding obligations through attending regular training and following the principles learned at all times.