



Terms of Reference

Consultancy: Project	HR Operations Consultant Operations Team, overseen by the Head of Operations
Fee:	£21.01 per hour
Location:	Whitechapel, Central London
Deadline for applications:	10 October 2024
Duration:	20 hours per week from approx. 04 November to 12 December 2024

About Reprieve

Reprieve is a UK charity founded in 1999. Reprieve uses strategic interventions to end the use of the death penalty globally, and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

Reprieve works with the most disenfranchised people in society, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, Reprieve promotes and protects the rights of those facing the death penalty and those who are the victims of extreme human rights abuses carried out in the name of “counterterrorism” or “national security”, with a focus on arbitrary detention, torture, and extrajudicial executions.

Reprieve’s main office is in Whitechapel, London. Reprieve also supports full-time Consultants, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to beneficiaries, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

About the consultancy

Reprieve’s Operations team works with colleagues and consultants in Reprieve’s London office, in Washington DC and around the globe on HR, office management, IT, safety and security, procurement and general operations. The HR Operations Consultant will join the Operations team to cover a planned absence, working from our office in Whitechapel.

The consultancy will focus on HR processes and administration to cover the full employee lifecycle. This will include:

- Recruitment administration and coordination for staff roles
- Drafting HR documents
- Ensuring Reprieve’s HRS is up-to-date at all times
- Answering routine queries

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- Supporting the recruitment of academic and postgraduate fellows
- Annual leave logs and balance calculations.

The consultant will also support the operations team with ongoing projects.

The consultancy is for 5 days per week and will be based in our office in Whitechapel.

Required expertise

The consultant should have previously worked in an HR focussed position, ideally for a small or medium sized charity. Experience in managing recruitment is essential. Working knowledge of HR Software would be desirable; Reprieve uses Breathe HR.

This is an office based role in London, and the consultant must have the right to work in the UK currently and for the duration of the consultancy.

1. Scope of Work

The consultant will be responsible for the following tasks:

HR Administration:

- **HR Documentation**
 - Prepare and send probation confirmation letters to relevant staff members as instructed.
 - Draft contract variation letters for review and send to staff members as instructed.
- **Leaver Process:**
 - Manage the exit process for leavers, including communication about annual leave, return of equipment, and scheduling of exit interviews.
 - Send exit interview invites and support staff member during their final weeks at Reprieve.
- **Consultants:**
 - Amend and send policies for review.
 - Draft contracts and manage the renewal of contracts scheduled for December.
 - Calculate and adjust fees as necessary.
- **Other:**
 - Flag any unapproved leave and send reminders for booking leave as necessary.
 - Maintain and update documentation in the Breathe HR system.

Recruitment Support:

- **Interview Coordination:**
 - Schedule and manage interviews, including diary holds, booking rooms/Zoom, and coordinating pre/post-interview calls.
 - Log and chase up on outstanding tasks or documents.
 - Send tests to candidates and anonymise them before sending to the panel.
 - Troubleshoot any issues with Zoom during interviews and in-person interview coordination.

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- **Candidate Management:**
 - Coordinate feedback to candidates and manage communication.
 - Assist in gathering and updating end-of-year recruitment statistics.
 - Track applications and log them for future reference.

Onboarding:

- **Drafting and Renewals:**
 - Draft and send new starter paperwork and contract.
 - Complete and update new starter spreadsheets.
 - Coordinate and book inductions, including logging and monitoring their progress.
 - Request and file Right to Work (RTW) documents, photo bios, and bank details.
 - Send salary sacrifice letters and update the payroll spreadsheet accordingly.
 - Update HRS with all relevant documents
- **Induction:**
 - Manage IT account requests and liaise with relevant departments.
 - Liaise with ops team regarding building access and software account set ups
 - Book and organize rooms for inductions

General Operations Support:

- **Events and Meetings:**
 - Support the planning and coordination of Reprieve's annual retreat and other events.
 - Monitor the events calendar for clashes and resolve any scheduling conflicts.
- **Other:**
 - Support with short-term operations projects

2. Deliverables

The consultant is expected to provide the following deliverables:

- All HR documentation, contracts, and spreadsheets updated and organized.
- Smooth coordination and completion of interviews, inductions, and onboarding processes.
- Regular communication and updates to the operations team and management.
- Proper handover of all tasks at the end of the consultancy period.

3. Confidentiality

The consultant must maintain the confidentiality of all company information and documentation handled during the consultancy period.

Key Contacts

This consultancy will be overseen by the Head of Operations and will work with the Office and Executive Support Officer. They will work with colleagues across the organisation on HR related matters.

How to apply

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Please send a CV and cover letter in PDF format to applications@reprise.org.uk.
Please state the role title in the subject line of your email.