

People and Administration Assistant

About Us

Global Dialogue is an international philanthropy support organisation partnering with funders to advance rights, equity and diversity. Independent in status and global in reach, Global Dialogue provides funder networks, collaboratives and their partners with practical support and technical expertise to create lasting change.

Role Overview

The People & Administration Assistant will provide comprehensive HR and administrative support to the Global Dialogue core team and assist the Head of People in delivering a high-quality HR service across the organisation. The role involves maintaining accurate and consistent employee data across multiple HR platforms - BreatheHR, Remote - and supporting a range of HR processes including recruitment, onboarding, employee documentation, and general administrative coordination.

This role is full time. We are open to negotiating a working pattern that works for the successful candidate and for Global Dialogue.

Terms	1-year Fixed Term Contract, 35 hours per week (Full time), subject to 12-week probationary period. Core hours are 10:00am to 4:00pm, Monday to Friday.
Location	UK home-based. One day in London per month (travel expensed). Candidates must have right to work in UK.
Reporting	Reports to the Head of People.
Remuneration	This role has been benchmarked at a UK salary of £27,500. Global Dialogue offers a range of benefits including a working from home allowance, 25 days' annual leave plus public holidays, a flexible working policy, and personal development leave. We contribute 6% to our employee's workplace pension (on qualifying earnings).
Closing date:	<i>7th April 2026</i>

Job Description

HR Data Management & Systems

- Maintain and update employee records across **BreatheHR**, **Remote**, and **Multiplier**.
- Reconcile employee data across systems to ensure consistency and accuracy (e.g., job titles, compensation, start dates, and contract details).
- Support the Head of People with regular audits of HR data and reports, including monthly headcount reporting.
- Implement data quality checks and ensure compliance with HR policies and data protection standards.

Recruitment & Onboarding

- Post job vacancies, coordinate interview scheduling, and assist with candidate communications.
- Prepare offer letters, employment contracts, and onboarding materials.
- Liaise with hiring managers to ensure a smooth and positive candidate experience.
- Support new employees by ensuring they have completed their mandatory training and DSE assessment.

Employee Lifecycle Administration

- Manage and maintain employee and consultant documentation (contracts, amendments, offboarding letters, etc.). Ensure consultant contracts are escalated, reviewed and signed off by the appropriate team member in a timely manner.
- Track and update information related to probation periods, sickness absence, annual leave, contract changes, and benefits.
- Coordinate offboarding processes, including exit checklists and removal of system access.
- Maintain trackers for mandatory training.

Administrative Support

- Maintain organised and secure HR digital records.
- Assist with HR communications and employee engagement initiatives, including drafting content for the Global Dialogue newsletter.
- Provide general administrative support to the Global Dialogue core team as required, such as assisting booking core team engagement activities, in person team days and the coordination of recognition activities such as leaving cards.

Person Specification

- CIPD Level 3 qualification (or willingness to work towards this – study support can be discussed).
- Experience using HR systems such as BreatheHR, Remote, or Multiplier (advantageous).

- Proficient in Microsoft Office 365 and comfortable working with spreadsheets and digital tools.
- Excellent attention to detail and accuracy in data management.
- Strong organisational, communication, and problem-solving skills.
- Professionalism and discretion in handling confidential information.
- Confident managing and analysing data with a high degree of accuracy.
- Process-oriented mindset with a focus on continuous improvement.
- Good written and verbal communication skills, including the ability to explain finance to non-financial staff.
- The ability to manage a varied workload and to work flexibly in a small team.
- Good interpersonal skills, supportive of other colleagues and with the ability to build effective working relationships.
- Understands the importance of confidentiality.

Statement of Equal Opportunities

We value, welcome and respect all the differences that make us who we are and stronger, and recognise that the intersections of our identities enrich our community. This includes age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. We also recognise that the interconnected nature of these social categorisations can lead to overlapping systems of discrimination. We have a robust Equality and Diversity Policy that is periodically reviewed, ensuring that candidates and employees are treated fairly.

When talking to our team candidates can expect:

- To be asked questions that are relevant to the role.
- All recruitment materials to be written in such a way that avoids direct and indirect discrimination, for example, without the use of gendered language.
- To be given a chance to ask questions ahead of the interview.
- To be given a clear understanding of what to expect in the interview.
- To be compensated if asked to undertake an exercise that requires significant input.

- To be treated with kindness and respect in every stage of the recruitment process.
- Never to be asked irrelevant questions related to a protected characteristic.
- That reasonable adjustments will be offered and implemented at every stage of recruitment.
- Any concern or complaint raised to be taken seriously, investigated fully and managed in such a way that it would not negatively impact any recruitment decision.

Commitment to Safeguarding

We want everyone connected to our work to be safe from harm and abuse. We therefore take our safeguarding responsibilities seriously and expect everyone interacting with us to support us to do this. There are measures in place through policies, procedures and practice to guide us in our efforts to promote a positive safeguarding culture.

We will undertake safer recruitment checks to ensure that all representatives are suitable in their role and do not pose a risk to others; and will continue to ensure suitability through the induction process, probationary period, and beyond.

How to apply

We are partnering with Doing Good Recruitment on this campaign. To apply please follow the 'Apply' link to submit a CV and Cover Letter (not more than 1 pages), in English, setting out why you are interested in this role with Global Dialogue and how you meet the criteria set out in the person specification.

Your answers are an opportunity to let us know more about your motivations and experience. While we understand you might want to use AI to improve parts of your application, we encourage you to write your answers independently. We may compare answers to an AI generated answer. Where we suspect AI has been used to provide the majority of the answer, this will be taken into consideration when scoring performance.

Link to job here: <https://recruitcrm.io/apply/17732233068770086915DpH>

Questions about this role can be sent by email to tristan@doinggoodrecruitment.co.uk

Need assistance?

We are committed to the employment and career development of people with disabilities. We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require anything if you are invited to interview. If you need this information in another format or if there are additional options you'd like to request, please contact the Director of Operations, Rachel Rank, at rachel.rank@global-dialogue.org to discuss this further.

Privacy Notice

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our Privacy Notice for job applicants [here](#).

Thank you for your interest in working with Global Dialogue. We look forward to hearing from you.