



**Working
Animals
International**

Job description

Working Animals International is dedicated to transforming the welfare of working animals in greatest need globally. By increasing access to skills, knowledge and resources and campaigning for policy change we're building a world where working animals are healthy and valued, communities are stronger and livelihoods are more secure.

Find out more at workinganimals.org

Our Vision:

A world where every working animal lives a healthy and valued life.

Our Mission:

To transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Job title:	People Officer
Report to:	Global People & EDI Manager
Location:	UK based, hybrid working with regular attendance (approximately one to two days per month, or more if preferred) in our London office
Terms:	Full-time (34.5 hour per week), fixed term for three months with possibility of extension. Start date 01 September 2026.
Salary:	c £35k per annum subject to skills and experience
Benefits:	• 26 days annual leave, plus bank holidays; further leave accrues after two years of service to a maximum of 30 days. • Healthcare cash plan with Medicash, including access to virtual GP appointments. • Enhanced employee assistance programme. • Group income protection and life insurance scheme. • Volunteer day programme.

Purpose of the role

We are seeking a People Officer to join our Global Resources team and support processes and systems across the employee lifecycle. The role will focus on the development of our HR platform Moorepay and supporting high quality and efficient recruitment.

Key responsibilities

Area 1: HR Platform

- Ensure accuracy of data and design and generate reports and dashboards.
- Design, test and implement new workflows.
- Ensure processes are followed and resolve staff queries.
- Contribute to designing and delivering training on new functions.

Area 2: Recruitment and on-boarding

- Manage recruitment administration including checking job descriptions, posting roles, scheduling interviews, administering assessment and ensuring timely and high-quality candidate communication.
- Track recruitment and identify and mitigate delays.
- Monitor the reach of different job boards.
- Monitor the recruitment inbox and respond to routine queries.
- Continue work to transition and optimise recruitment onto Moorepay, including testing and troubleshooting.
- Administer right to work checks and other on-boarding processes.

Area 3: HR processes

- Work with the Global People & EDI Manager on HR processes across the employee lifecycle, including appraisals, contract changes and off-boarding.
- Support the monthly payroll cycle.
- Proactively suggest improvements to increase efficiency and staff experience.
- Support the learning and development, including arranging training, logging attendance and sending evaluations.

Area 4: HR administration and queries

- Schedule meetings including inductions, internal training and exit interviews.
- Monitor internal timelines for processes including probation and contract extensions, ensuring paperwork is completed and filed.
- Respond to routine HR queries.
- Draft documents including contracts and references.



Area 5: General responsibilities

- Support internal communication on HR updates
- Contribute to initiatives to support engagement and wellbeing.
- Attend webinars and external events to support the improvement of HR processes.

In addition, undertake any other duty or responsibility that may reasonably be required for this role.

Person specification

Knowledge and education

- CIPD level 3 or equivalent professional experience.
- Knowledge of equality, diversity and inclusion good practice.

Experience and skills

- Experience in an HR role working across the employee lifecycle.
- Strong experience with an HR platform, including planning workflows and automating manual processes.
- Confidence and discretion in handling sensitive data.
- Proficient user of Microsoft Office.
- Understanding of relevant employment law and HR good practice.

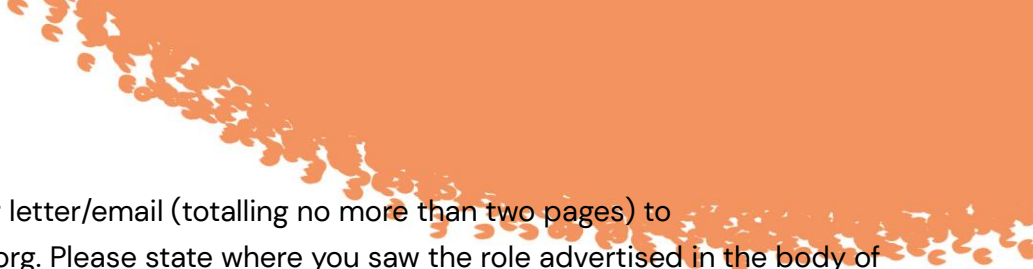
Personal attributes

- Proactive with good problem-solving skills.
- Good communicator with the ability to build strong working relationships remotely.
- Organised with a strong ability to prioritise effectively.
- A commitment to our mission to transform the welfare of working animals.

Desirable criteria

- Experience using Moorepay
- Experience processing payroll.
- HR experience in the charity sector.

Applicants must have the right to work in the UK currently and for the duration of the contract.



To apply: Send a CV and cover letter/email (totalling no more than two pages) to recruitment@workinganimals.org. Please state where you saw the role advertised in the body of your email. If you have any questions about the role, please feel free to email us.

We recognise that candidates may choose to use AI in their application documents. We recommend that candidates ensure that their use of AI is considered and that their application documents accurately reflect their skills and experience. We do not use AI in our application review process, and all applications are independently reviewed by a minimum of two members of the team. Some interview processes will involve skills assessments which we expect candidates to complete without the use of AI.

Deadline: 23:59 BST on 11 August 2026. Interviews will be held online during the week of 17th August, for a start date of 01 September.