

HR Assistant

Salary: £23,500 - £28,000 per annum.

Contract: Permanent, full time, 37.5 hours per week.

Location: Bristol office. Hybrid working available.

About Resource Futures

Our vision is to create a sustainable world. We work collaboratively with governments, businesses and the third sector to help speed up the transition to a circular economy and manage resources and waste in a more sustainable way.

We are non-profit-distributing and have a close-knit team of 50+ trusted employees who collaborate across various areas of the business. Our multi-disciplined and connected approach sets us apart from the competition and enables us to build robust solutions that have a meaningful impact in the world.

We are passionate not only about what we do but how we do it, and we're proud to be a part of the global B Corp movement to use business as a force for good. Employee-owned and independent, we're all about helping each team member grow, and together striving towards our goal of creating a sustainable world. We are motivated by the [impact](#) of our work and how it feeds into wider issues of [climate justice](#) and the [circular economy](#). Our work is far-ranging from [supporting businesses](#) to [advising governments](#), as well as delivering the [evidence to support global change and driving projects within communities on the ground](#). Read more about [our company](#) and how [we go beyond](#) for our people, to help them grow and thrive.

The opportunity

We have an exciting vacancy for an HR Assistant in our small and friendly Core Services team, which covers essential business functions including Human Resources, Finance, Integrated Management Systems (Quality Management System, Environmental Management System), Facilities, IT and Marketing. We are looking for a conscientious, organised, and motivated HR Assistant to work alongside our HR Manager to ensure smooth day to day running of all HR-related systems and support our busy team to be their professional best.

This role is a fantastic opportunity for an HR Assistant to add to their existing HR experience and progress further in the ever-changing world of HR. A positive "can do" attitude, excellent organisational skills, discretion, previous entry level HR experience, and a drive to learn are essential. In return, we'll provide you with a challenging role, learning and development opportunities, exposure to policies and processes at all stages of the employment life cycle and encouragement to define your career path in HR.

What you will be doing

- Assisting with Recruitment and Selection (e.g., advertising vacancies, shortlisting candidates, organising interviews, correspondence with candidates, creating offer letters and contracts, requesting references, etc.).
- Welcoming and onboarding new starters and administering leavers processes, including exit interviews.
- Supporting with Learning and Development administration and event coordination.
- Supporting HR Manager and Line Managers with performance management processes across the business.
- Creating and maintaining digital HR records in an accurate and timely manner.
- Advising on policies and procedures within own remit and level of experience.
- Monitoring HR mailbox, prioritising and actioning associated tasks and responses.
- Complying with GDPR, UK employment law and confidentiality at all times.
- Creation and delivery of regular management reports using HR software (SafeHR), project and resource management software CMap, and MS Office (Excel and Word).
- Working collaboratively with colleagues to deliver fast, efficient, and reliable internal services.
- Undertake any other tasks as requested by the HR Manager.

The essentials

- Educated to minimum A Levels or equivalent education/experience.
- At least one year's previous experience as an HR Administrator or HR Assistant.
- Excellent written and verbal communication skills.
- Competent IT user (e.g., Microsoft Office package, any HR software).
- Entry level exposure to or understanding of UK Employment Law and GDPR basics.
- Excellent interpersonal skills with the ability to build and maintain professional relationships with employees and colleagues at all levels.
- Experience of working in a fast-paced, multitasking administrative role dealing with conflicting priorities.
- Ability to work collaboratively as part of a team.
- Excellent organisational skills.
- High attention to detail, demonstrating accuracy and focus at all times.
- Proactive and self-motivated.
- Excellent tact and diplomacy when working with confidential information and sensitive discussions.

Great to have

- A relevant undergraduate degree.
- Working towards or planning to start CIPD qualification.
- Previous employee relations experience.

Benefits

- Embedded flexi working culture.
- 25 days annual leave, plus bank holidays, each year (pro rata for part-time hours) – flexibility to work or use some bank holidays for annual leave.
- Paid volunteer time each year (a full day for those working 19 hours or more per week, and a half day for those working up to 18.75 hours per week).
- Enhanced maternity and paternity pay.
- Enhanced sick pay.
- Scottish Widows pension plan – the company will match up to 7% of your contribution.
- Group life assurance cover.
- Healthcare portal offering 24/7 GP access, mental health support, wellbeing advice, financial and legal guidance.
- Mental health and wellbeing group with trained mental health first aiders and responders, maintaining a focus on support for our team.
- Cycle to work scheme for all and on-site showers at the Bristol office.
- Home and tech scheme - costs at Currys and Ikea spread across 12 months, and up to 10% savings.
- On-site charging points for electric vehicles at the Bristol office.
- Paid professional membership such as CIWM or IEMA.
- An opportunity to become a company member, contributing to decision making and the future of our business.
- Consultative Group – a group of employees providing an anonymous vehicle for employee voice, raising issues, proposing changes, and engaging senior management.
- Regular line manager 1:1s and performance reviews, with opportunities to discuss and build targets that inspire and push you professionally.
- Annual training budget to ensure continued progression and development, as well as regular internal 'Lunchtime Briefs' and other sessions to share skills and knowledge across all roles.
- Two annual team activity days, each followed by evening socials.
- Green and accessible Bristol office, surrounded by nature, and close to the harbourside.
- Accessible central Glasgow office close to local public transport links.
- An opportunity to join a friendly, fun, professional, challenging, and supportive place to work, and a team that is collectively focused on making a positive impact.

Resource Futures is an equal opportunities employer. We strive to create a working environment where everyone can make best use of their skills, free from discrimination or harassment. We celebrate difference and encourage everyone to join us in being themselves at work. We pride ourselves on working flexibly to enable our people to take care of their mental health and maintain a good life-work balance. We are [Disability Confident](#) and a [Living Wage employer](#), and our hiring decisions are based on merit, qualifications, and business needs. We recruit and treat everyone with equality and respect regardless of age, disability, gender, gender reassignment, marital or partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation. In line with the expectations set out in our Equality, Diversity, and Inclusion policy, we place an obligation upon all of our people to respect and act in accordance with this statement.