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**SMART
WORKS**

SMART WORKS CHARITY

HR Advisor

Salary: £33,000 - £34,000 FTE depending on experience.

Hours: Full time (40 hours per week).

Closing date: Tuesday 7th May at 5pm.

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 69% of clients secure a job within a month.

The Smart Works service is delivered in 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our website [here](#).



ABOUT THE ROLE

Smart Works are looking to appoint a HR Advisor to join our People team at a time of significant growth for the organisation. Working closely with the existing team of two, the HR Advisor will play a crucial role in developing the centralisation of the function for all 11 centres across the UK.

The HR Advisor will manage the employee lifecycle staff processes and the trustee recruitment processes, supporting the Head of People in maintaining a professional and efficient function and contributing to the delivery of the People Teams plans and objectives.

An important part of the role is to build excellent working relationships with employees working across Smart Works. The successful candidate will also identify opportunities for process improvements and automation.

Smart Works is a national charity, with Smart Works centres across the UK. There will therefore be occasional travel and liaison with local centres across the UK and HQ in London, to support induction and training, as well as the day-to-day role.



DUTIES AND RESPONSIBILITIES

Reporting to the Head of People, the successful candidate will support on a range of activities, including:

- Manage the HR Inbox, advising managers and staff on terms and conditions of employment and legislation relevant to specific policies and procedures.
- Managing the recruitment inbox, provide guidance on staffing requirements.
- Lead user of the ATS system, oversee the recruitment process, posting job adverts, scheduling interviews, drafting letters and contracts.
- Support trustee recruitment, posting job adverts, liaising with trustees and co-ordinating responses via the recruitment inbox.
- Manage the onboarding and offboarding of employees and interns, including induction plans and process, coordinating probation reviews and exit interviews where appropriate.
- Day to day administration of Breathe HRIS, setting up of new profiles, calculating annual bank holidays, managing employee changes and document merge/uploads.
- Compile monthly payroll information.
- Provide advice to line managers and staff in relation to policies, tailoring communication to individual needs.
- Maintaining timeframes on HR projects and annual processes, such as appraisals.
- Compile monthly HR stats and reports as and when needed.
- Contribute to HR Projects as they arise.

BENEFITS, TERMS, AND CONDITIONS

- Full-time role, based across our London centres in Islington, Ladbroke Grove and Croydon.
- Monday-Friday with typical working hours 9am - 5pm in line with centre opening times. Some working from home if required.
- Salary of £33,000 - £34,000 depending on experience.
- 25 days annual leave, excluding bank holidays.
- Company pension.
- Positive, supportive working environment with opportunities for practical training and progression.
- VIP access at Smart Works sales, events and pop-up shops.
- All successful applicants must provide two satisfactory references and complete a Basic DBS check.

SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

Essential

- Experience delivering recruitment across multiple sites.
- Good written and oral communication skills.
- Proficient in the use of Microsoft Office applications.
- A strong desire to learn, a willingness to share knowledge and a strong team ethic.
- Enthusiastic, diligent and energetic with a flexible approach in a rapidly changing environment.
- A proven track record of providing exceptional service and establishing and maintaining strong relationships.
- Strong level of attention to detail; ability to produce reliable, accurate work.
- All candidates must live in the UK and have the right to work in the UK.

Desirable

- CIPD qualified.
- Knowledge of L&D strategies and initiatives.

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

HOW TO APPLY

Please submit a CV and answer the below questions via our recruitment portal [here](#) by Tuesday 7th April at 5pm. Applications should be addressed to Elaine Burrell.

Please answer the following questions, as part of your application:

1. Why do you want to work for Smart Works? (Max 250 words)
2. Having reviewed the job description, what experience and skills do you have that makes you well suited to the role of HR Advisor? (Max 500 words - use of bullet points is fine).

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).