

TASO

Transforming Access
and Student Outcomes
in Higher Education

Candidate information pack

HR officer (part-time)

Follow us



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**Until we get equality in
education, we won't have an
equal society.**

”

Sonia Sotomayor

About TASO

The Centre for Transforming Access and Student Outcomes (TASO) is an affiliate What Works Centre, and part of the UK Government's What Works Movement. Our vision is to eliminate equality gaps in higher education.

TASO was set up in 2019 and became an independent charity in April 2021. Our work focuses on the generation, synthesis and dissemination of high-quality evidence about effective practice in widening participation and student outcomes. We primarily focus on developing and disseminating causal evidence.



Our values

Continue to challenge

We are honest and transparent in every element of our work.

Integrity is everything

We challenge the status quo, push boundaries and strive for better.
from ourselves, from the team and from our stakeholders.

Always learning

We remain open-minded and curious, ever-ready to learn, develop or find out something new.

Stronger together

We support each other and believe in the strength of teamwork, partnership and collaboration.

Committed to equity

We strive to achieve fairness in everything we do.

Act with empathy

Our approach is driven by kindness, understanding and respect.



The role

The HR Officer will play a pivotal role in ensuring the smooth delivery of all people services at TASO, helping to make our organisation an outstanding place to work. This role supports projects, activities, and administration across the full employee life cycle at TASO—from attraction and recruitment to development and retention.

This newly created role reflects the ongoing growth of our organisation and offers the opportunity to make a real impact on our processes, systems, and culture. You will report to our Chief Operating Officer, who will work closely with you to identify needs, set strategic direction, shape policy, and serve as a first point of escalation for any complex issues.

As the primary contact for the People inbox, you'll manage and resolve incoming emails, or direct them to the appropriate team members when needed. You'll also collaborate closely with the wider team and stakeholders across TASO, ensuring that all administrative tasks are completed to a high standard and in a timely manner.



Responsibilities

- Be the first line of support for all people queries from staff and managers escalating more complex matters
- Support the development and implementation of HR initiatives and systems
- Maintain and update the HR system, ensuring all employee records are accurate and up to date.
- Ensure all agreed training is provided and implemented throughout the year
- Provide guidance and support to managers and employees on policies and procedures
- Be actively involved in recruitment by preparing job descriptions alongside hiring managers, posting job advertisements and managing the hiring process
- Contribute to recruitment planning, manage calendars, and continuously suggest improvements for efficiency in processes.
- Manage the onboarding and offboarding process for employees including handling onboarding communications, referencing, HR system setup, office access and IT requests and induction process
- Assist line managers in performance management processes
- Prepare internal communications as needed.
- Undertake any other relevant duties on projects delegated by the COO
- Coordinate our monthly team days
- Be committed to equity in all people practices and continually look for improvements



About you

The successful candidates will have:

- Experience of working in a HR generalist or advisor role or HR administration
- An understanding of employment legislation
- Strong organisation skills and the ability to balance multiple demands.
- High levels of accuracy and attention to detail.
- Excellent communication skills, both verbally and in writing and is able to liaise with a range of stakeholders at all levels.
- A commitment to maintaining confidentiality on sensitive matters.
- A drive to work proactively.
- The ability to work flexibly as part of a small team
- Strong IT skills - we use Google so if you have used this before great. If not please be prepared and ready to learn a new system.
- An interest in pursuing the CIPD qualification or be part qualified.

Most importantly the successful candidate will be adaptable & collaborative, they be flexible in adjusting to changing priorities, always ready to contribute, and a supportive team member.



Why work for TASO?

The HR Officer role is an exceptional opportunity for the right candidate to achieve real impact in a growing organisation. Besides coordinating our HR projects and programmes, you will have a chance to work in a small and friendly team of people who are genuinely committed to the charity's mission. Other benefits include:

- **Annual Holiday** - 27 days per year, plus public/bank holidays and a day off for your birthday.
- **Pension Scheme** - TASO will contribute 8% to your pension.
- **Flexible working** - We are committed to flexible working where possible, with core hours of 10:00 - 16:00.
- **Hybrid working** - Currently, a two-day requirement to work from our London office.
- **Team days** - Regular team days in the office and team building days.
- **Training and Development** - Systematic performance reviews, personalised learning and development objectives and access to a training and development fund plus team training days.
- **Volunteering** - One day a year off to volunteer for an organisation of your choice.
- **Wellbeing** - Free employee assistance programme that offers webinars, courses, and counselling sessions. A yearly personal wellbeing budget.
- **Sick Pay Scheme** - 3 months full pay and 3 months half pay after probation has been passed.

Staff Discounts - Discounts are available via Perks At Work from a wide range of retailers for shopping, dining, experiences, car maintenance, study, etc.



Initial terms and conditions of appointment

- £21,830 per annum (£36,383 FT equivalent)
- Location: Central London. This post will be hybrid with the expectation that the post holder will be in the office one day a week in addition to attending the monthly all staff day.
- Candidates must have the right to work in the UK.
- Permanent. Part-time (3 days a week / 21 hours per week). Can be worked flexibly (eg, in half days).



How to apply

To apply, please send a CV (no longer than 2 pages) and your response to the four questions in the [application form](#) (DOCX) attached to people@taso.org.uk, citing "HR Officer" in the subject of the email.

We also ask that you fill out our online [EDI monitoring form](#) when you submit your application. The form is anonymous. Shortlisted applicants will be asked to complete a task before or during the interview stage.

Deadline for applications: Monday 20 January (09:00 GMT)
Interviews are expected to take place W/C 27 January.



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Equality! Where is it, if not in education? Equal rights! They cannot exist without equality of instruction.

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Frances Wright



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