



HR Advisor

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO. We're an award-winning charity that runs local learning centres which provide an education programme addressing underachievement and social exclusion. We target children and young people most at risk of failing to meet their potential to go to university due to economic, social, cultural, or linguistic disadvantage. **IntoUniversity** provides practical learning support and motivational and confidence-building activities for children and young people aged 7-18. We currently have twenty-two centres across the country and we have ambitious plans to scale-up our provision further over the coming years.

We currently have a staff team of 140 and will be expanding this over the coming years. We are looking for an experienced HR professional to join our Head Office team and take a lead on both day-to-day procedures and the management of the charity's HR strategy and processes.

Our employees are at the heart of the high-quality service that we provide to our students. You will have responsibility for the coordination of all HR aspects of the employee lifecycle. We run a successful Graduate Scheme with two intakes a year and you will be responsible for running our online application process, from writing the job description through to organising and participating in our assessment centre style selection days. Your support for our staff will continue throughout their employment. You will be responsible for maintaining our cloud-based HR software as well as overseeing our appraisal process, probationary reviews, staff departures and dealing with employee relations issues. You will also be the main point of contact for our HR policies and procedures, ensuring that line-managers fully understand these and are able to implement them effectively.

We are looking for someone who is ambitious to progress within **IntoUniversity** and we are happy to offer financial support to the successful candidate to complete their CIPD Advanced Level Diploma. There will also be extensive in-house training delivered by both **IntoUniversity** staff and external facilitators.

There is a wealth of support available from the Director of Finance and the Chief Executive. You will also have the opportunity to work closely with the Senior Management Team on a regular basis. We are looking for someone with excellent organisational skills who can demonstrate exceptional written skills and will be highly efficient. The ability to communicate quickly (both verbally and in writing) with others in the organisation in a sensitive and succinct way will be crucial to your everyday work.

And finally, our aim as a charity is to become *the* pre-eminent provider of widening participation services in the UK and we are looking for people who will be committed to helping us to achieve that goal. You will need to have a genuine passion for the mission and values of **IntoUniversity**. If you believe that all young people deserve the chance to achieve their potential regardless of their background and want to play a part in helping them succeed then we would be delighted to hear from you.

We welcome all applications and all those that are sent on time will be read and carefully considered. We particularly welcome applications from male and/or black and minority ethnic candidates as they are currently under-represented within **IntoUniversity**.

Thank you very much for your interest in this post and the ongoing development of our charity. I very much look forward to receiving your application.

Rachel Carr

Dr Rachel Carr, Chief Executive and Co-Founder



What is it like to work at IntoUniversity?

We are committed to making IntoUniversity a first rate charity to work for. In order to achieve this we aim to foster a supportive culture, provide investment in people to develop their skills, and ensure equality of treatment.

Our Head Office team consists of about 20 staff. We're lucky to be based in a quiet part of North Kensington and we share the site with our sister charity, The Clement James Centre. There's a garden space on site that's a lovely spot to enjoy lunch when the sun's out and we're also within walking distance of Westfield White City and Portobello Market.

Training

The development of our staff is highly important to us. All of our staff take part in Investment in Excellence training during their first year with us which is Pacific Institute programme run by trained IntoUniversity facilitators. There is also internal training on leadership and management which you will take part in during your second year. In addition to this we would be happy to support you financially to complete your CIPD Advanced level Diploma.

What is the selection process?

If you are interested in applying for this post please send your CV along with a covering letter to jobs@intouniversity.org by 9am on Monday 3rd July 2017. We will invite a shortlist of candidates in for an interview later in July.

For more information contact

Jenny James

Email: jobs@intouniversity.org

Telephone: 020 7243 0242

At a glance

£26,000 - £32,500
per annum (dependent on experience)
(incl. £600 London contribution)

25 days' holiday

+ bank holidays
+ up to 5 extra days at Christmas
+ additional length of service entitlement

Office location:

IntoUniversity Head Office
95 Sirdar Road
London
W11 4EQ

Nearest stations: Latimer Road & Holland Park
(Hammersmith & City, Circle and Central lines)

Working hours

9am – 5:30pm

3 July
Application
deadline

July
Interviews

Sept
Start date

HR_0917 job ID

What will my main duties be?

- To develop and implement the charity's HR policies and take a lead in maintaining the Staff Handbook
- To manage the charity's HR records using PeopleHR (cloud-based HR software), ensuring they are kept up-to-date and compliant with data protection requirements
- To take responsibility for the charity's recruitment processes from start to finish including making recommendations on advertising strategy, monitoring and maintaining the online application system, organising assessment days and following up with candidates after interview.
- To take a lead on the HR aspects of an employee's life-cycle including (but not limited to) preparing contracts, monitoring staff probationary reviews and appraisals and overseeing the exit questionnaire process.
- To assist in resolving employee relations issues, as and when appropriate
- To be the Lead Countersignatory for DBS checks in the organisation. This involves ensuring all staff that require one have a current, valid DBS check and providing input into the systems for checking volunteers' DBSs.
- To work with the finance team to ensure payroll is up to date and correct each month before it is submitted to an external payroll provider for processing
- To ensure the charity is compliant with employment law and to brief the Senior Management Team of any upcoming changes
- To deliver staff training on a variety of HR topics
- To at all times adhere to the charity's confidentiality procedures with respect to HR data and to advise on these policies to ensure that they are in line with best practice
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

Who are we looking for?

The successful applicant must:

- Have completed an undergraduate degree to a 2.1 or higher
- Have experience of working in an HR capacity, ideally within the third sector
- Have extensive knowledge of current employment law and how this practically affects the day-to-day operations of an organisation
- Be confident in communicating with a wide range of people, from job applicants to charity trustees
- Be self-motivated with a positive and enthusiastic personality and able to work well independently as well as part of a small team
- Be highly organised and enjoy implementing and overseeing systems and processes
- Be able to work effectively under pressure and meet deadlines, prioritise tasks, carry out effective planning, and undertake monitoring and evaluation
- Be someone who actively seeks solutions and uses their initiative
- Be conscious of the operational requirements of the charity whilst maintaining a compassionate and thoughtful approach to our staff team
- Have excellent written and verbal communication skills
- Be highly computer literate and conversant with Microsoft Word, Excel, etc.
- Be able to demonstrate flexibility and commitment to taking a full and active part in the life of **IntoUniversity**
- Be committed to his/her professional development, and to learning about the charity sector and **IntoUniversity's** project delivery

It would be desirable for the successful applicant to:

- Have completed, or be in the process of completing, a CIPD Advanced level qualification
- Have experience using HR software
- Have experience using Salesforce or another similar CRM database