



HR Officer

My name is Rachel Carr and I am one of the founders of **Into**University 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 a staff team of 170 and will be expanding this over the coming years. We are looking for an HR Officer to join our Head Office team and take responsibility for the charity's day-to-day HR procedures.

Our employees are at the heart of the high-quality service that we provide to our students. You will be involved in all HR aspects of the employee lifecycle. We run a successful Graduate Scheme with two intakes a year and you will be responsible for the smooth running of our online application process, from drafting job descriptions through to organising our selection days. Your support for our staff will continue throughout their employment. You will have primary responsibility for HR administration in the organisation, maintaining employee records on our cloud-based HR software, coordinating our DBS process, appraisal process, probationary reviews, promotion opportunities, and the staff departure process.

You will provide crucial support for the Director of Finance on employee relations issues, and you will also be the main point of contact across the network for our HR policies and procedures, ensuring that line-managers fully understand these and are able to implement them effectively. You will also have the opportunity to work closely with the Senior Leadership Team on a regular basis.

We are looking for someone who is ambitious to progress within **Into**University and we are happy to offer financial support to the successful candidate to complete their CIPD Advanced Level Diploma. You should have excellent organisational skill and be highly efficient. The ability to communicate quickly and effectively (both verbally and in writing) with others in the organisation in a sensitive and succinct way will be crucial to your everyday work.

Crucially, you will also have a genuine passion for the mission and values of **Into**University. 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.



Rachel Carr

Dr Rachel Carr,
Chief Executive Officer and Co-Founder

HR Officer

At a glance

Place of work

IntoUniversity Head Office, North Kensington, London, W11 4EQ.

£28,000-£30,000 per annum

(Including London contribution of £1,000)

Staff benefits

- Generous pension scheme
- Perkbox membership – access to rewards and over 200 discounts at leading stores
- Staff in FOCUS – a month of benefits, competitions and prizes held each year

25 days' holiday

- + bank holidays
- + additional closure days at Christmas
- + additional length of service entitlement

Line management

You will be line managed by the Director of Finance

Start date

To be agreed with candidate

HR Officer

What will my main duties be?

- To manage the charity's HR records using PeopleHR (cloud-based HR software), ensuring they are kept up-to-date
- To develop and implement the charity's HR policies and to work with the Director of Finance to maintain the Staff Handbook
- To take responsibility for the charity's recruitment processes from start to finish including drafting job descriptions, monitoring and maintaining the online application system, organising assessment days and following up with candidates after interview.
- To prepare contracts, monitor staff probationary reviews and appraisals, and oversee the exit questionnaire process.
- To assist the Director of Finance and the Senior Leadership Team in resolving employee relations issues.
- 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
- Together with the Director of Finance, to ensure the charity is compliant with employment law
- Together with the Director of Finance, to deliver staff training on a variety of HR topics
- To 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.

HR Officer



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
- Have a working knowledge of current employment law and the ability to apply this knowledge within the role
- 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 organized, efficient, 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 **Into**University
- 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, or be interested in undertaking, a CIPD Advanced level qualification
- Have experience using HR software