



Job Title:	People (HR) Advisor
Team:	Business Support
Reporting to:	People Manager
Location:	Foundation House, Salford; plus Home Working
Grade:	2a
Salary:	£25,000–£29,000 per annum (FTE – salary dependent on skills and experience)
Hours:	0.5 (17.5 hours per week)
Contract:	Fixed Term Contract (initially to 31 st March 2025, with potential to become permanent)
Deadline:	5pm, Tuesday 30 th April 2024
Application Method:	CV and 1 page statement outlining how you meet the person specification, emailed to recruitment@salfordfoundation.org.uk

Introduction

Salford Foundation is a charity providing opportunities for young people and adults to create better futures and fulfil their potential. We support over 12,000 people each year. Currently our staff team comprises around 85 employees, supported by volunteers.

As we continue to grow as a charity, we are creating this new post of People Advisor. We are seeking an experienced and qualified professional to join our team. Reporting to our People Manager and working alongside the HR Administrator you will contribute to the effective delivery of our key day to day HR requirements whilst also getting actively involved in strategic HR projects supporting the growth and development of the Foundation.



Key tasks & responsibilities

In particular the post-holder(s) will be responsible for:

- Ensuring the effective management and recording of the organisation's key HR systems including recruitment and induction, absence levels, training delivery, grievance and disciplinary processes, and exit procedures
- Taking a leading role in the recruitment cycle, for example by evaluating roles, advising upon appropriate recruitment methods, participating in the selection processes, and taking into account budget, operational demands and legislative requirements
- Taking responsibility for the production and quality assurance of recruitment documentation, contract variations and leaver confirmations
- Providing advice and presenting options to managers involved in employee relations cases in line with our policies, precedents, and drawing upon external legal advice as appropriate
- Supporting staff to remain well at work and advising managers about informal and formal attendance management procedures, and participating in absence meetings where appropriate
- Communicating with staff through a variety of mechanisms to build effective relationships, engage and inform, obtain feedback and promote the services we provide
- Any other duties of a similar level of responsibility, as reasonably required



Person specification

Knowledge

- Knowledge of current employment legislation
- Knowledge of best practice in specific HR areas (such as recruitment & selection, absence management, capability issues, disciplinary and grievance, etc)
- Knowledge of good line management practice

Experience

- Experience of working in a generalist HR environment
- A minimum of three years' previous experience within an HR Advisor role
- Experience of using Information Technology in an HR and administrative context
- Practical experience of participating in procedural meetings and in advising on HR issues

Skills

- Ability to use MS Teams and Office Suite competently
- Ability to support and influence managers to implement best practice and to inspire and enable high performing teams
- Ability to communicate effectively and build rapport with others
- Ability to maintain a professional and confidential attitude to all aspects of the post
- Ability to analyse management information and use it to best advantage
- Ability to enable line managers to achieve policy compliance whilst working in a busy and challenging environment
- Ability to produce accurate and legible written material, plans and reports to meet deadlines
- Ability to organise and prioritise own workload to meet job requirements

Values and Attitudes

- Proactive commitment to our core values and our competencies framework
- Commitment to equality, diversity and inclusion and to working in an anti-discriminatory way
- Team orientated: At all times remain supportive to the whole team and display a positive outlook and 'can do' attitude
- Self-Motivated: Able to self-start to ensure that set targets are achieved and completing tasks to timescales set



Welcome to our team!

As a valued member of our team, you get:



6% Pension Contribution

We contribute a generous 6% of your annual salary into your pension scheme (double the legal requirement)



Holidays

23 days off per year + 8 bank holidays. You'll get an extra day's holiday for each year you work with us (up to a max of 30 days). *Pro-rata for part-time staff*



Travel

Your car is important to you and us – keep it safe in our free, secure on-site car park at our main office. We pay 45p per mile when you're driving as part of your job. You can also get help towards the cost of a new bike with the Cycle to Work scheme.



Happy Birthday!

Enjoy your birthday with an extra day off and £10 to spend at [amazon.co.uk](https://www.amazon.co.uk) as a gift from us.



Freebies, deals & discounts

Free access to 100's of discount codes at [charityworkerdiscounts.com](https://www.charityworkerdiscounts.com) You can also access further deals and discounts through [priority.o2.co.uk](https://www.priority.o2.co.uk)



Happy Christmas!

Celebrate the successes of the year at our free staff meal. Also, we're closed over the Xmas period so you get a proper break, (using 3 days' holiday). ☺ Enjoy

Hybrid and flexi working

For most roles, you will only be required to work from the office 2 days out of 5. You can work from home on the other days. Enjoy further flexibility on your start and finish times and the length of your lunch with our flexi working arrangements. All of this is great for your work-life balance.

Your opinion matters

We have an active Workplace Engagement Group and other opportunities to influence and change our charity. We have a staff-led Equality, Diversity and Inclusion Group and conduct an annual staff survey.

Make a Difference

Be a part of changing people's lives for the better every day you come to work! 98% of our team say they are proud or very proud of the difference their work makes. (Staff survey, 2022).

Stay Healthy

Your health and wellbeing matter to us. You can take a 'wellbeing hour' during work hours each week. We run regular wellbeing activities and you can be supported to create your own wellbeing plan. Counselling support is also available when life or work gets particularly challenging.

Stay Social

We hold regular social events and lunchtime activities. We also have an annual staff Away Day.