



UK HR Adviser (maternity cover)- Job Description

We are looking for an UK HR Adviser, supporting our colleagues in our UK office as a 10-month maternity cover. The role entails providing support and advice, both operationally and strategically, to our UK-based colleagues and senior managers in all areas of people management. You will be part of a bigger team and will work closely together with UK-based HR colleagues and our three UK departments. You have already held a similar advisory or business partnering role and have led on change projects autonomously. You have experience in reviewing and developing HR policies, processes, and tools, you have previously engaged in employee relations, grievance and disciplinary cases and salary benchmarking. You can work in a role where you are expected to be hands-on at times, yet equally empowering your HR colleagues. War Child UK is currently going through an exploration project with other members of the War Child family to look at closer collaboration with the potential of developing a shared programme platform and stronger alliance. This will be a significant change process for the organisation and require key HR skills and experience in this area.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

Team and Department:	People & Achievement Team in the Resources Department	Contract Type:	Fixed-term (10 months)
Place of Work:	Our office is in Kentish Town NW5 – London. This role requires occasional visits in the office	Working Hours:	Part-time (0.6 – 0.8 FTE) 22.5 - 30 hours. This role is open to flexible working
Reports to:	Head of HR	Salary:	£43,000 circa per annum, full-time equivalent

About us

War Child, the specialist charity for children affected by conflict. For more than two decades we’ve delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

Bold
We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

Accountable to children
Children can rely on us to respond to their voices and to treat them with respect and dignity.

Transparent
We expect to be held to account by our supporters and participants and we respond with openness and honesty.

Committed to each other
We support each other to achieve ambitious goals and be the best we can be. We are honest and open, sharing our successes & confronting our challenges.

Our benefits

- **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, occasional working from home and compressed hours.
- **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus bank holidays

- **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
- **Family leave** – we offer enhanced maternity, paternity, adoption & shared parental leave
- **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
- **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
- Range of flexible benefits such a Cycle to Work scheme and season ticket loans.

How to apply

- Please download the application form here: <https://www.warchild.org.uk/who-we-are/jobs>
- Submit a completed application form and a recent copy of your CV to recruitment@warchild.org.uk by 11:59pm on 04/07/2022
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held shortly thereafter
- If you have any questions about reasonable adjustments before or during your application, we welcome the opportunity to talk about what we can do to fairly adapt our process for you. Please share what you're comfortable with to help us put the right support in place, by emailing recruitment@warchild.org.uk. Anything you tell us will be kept completely confidential by our HR team.
- We are unable to provide sponsorship for this post. In order to apply, you must be able to demonstrate your eligibility to work in the country where this role is based.

Contact information

To explore the post further or for any queries you may have, please contact: Tracey Deal, Director of Resources, traceyd@warchild.org.uk. For general information about working for War Child please visit: <https://www.warchild.org.uk/who-we-are/careers>

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All candidates selected for interview will be asked relevant child safeguarding question(s) during the selection interview. Successful applicants will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: <https://www.warchild.org.uk/our-work/policies-and-reports/safeguarding>

Diversity and Inclusion

We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our Diversity and Inclusion policy on our website, and if you have any questions about our commitment to diversity and inclusion do get in touch: <https://www.warchild.org.uk/our-work/policies-and-reports/diversity-and-inclusion>

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of two professional satisfactory references

UK HR Adviser

Your role

The UK HR Adviser is part of a small, mainly UK-based, team that supports War Child staff, HR colleagues and people managers in our country programmes and the UK. As part of this team and working closely together with the two International HR Advisers (who support our five country programmes), you will be responsible for providing expert HR advice and support in the UK. Through a business partnering approach, you will help UK-based colleagues and senior managers (in the three UK departments: Fundraising & Communications, Programmes & Advocacy and Resources) with key aspects of people issues covering the full employee life cycle. This includes reviewing, improving and developing new people management systems, policies, practices and tools and providing support and advice on employee relation cases. You will also be involved in global improvement projects in areas such as management development, diversity & inclusion, achievement & development, hiring & selection, reward, disciplinary & grievance, staff wellbeing and restructuring and change management processes.

Your responsibilities

- Provide effective and high-quality advice to all UK colleagues and senior managers (up to Director level) on all aspects of people management
- Develop and maintain effective relationships with relevant stakeholders in the three UK departments, in particular with people managers at all levels, to develop a solid understanding of their work so as to be able to provide the best and most relevant advice and support
- Strengthen the HR and people management capabilities of our people managers, and influence decision making in compliance with organisational policies and HR practices
- Support with employee relations processes, including investigations, disciplinary and grievance cases, performance management and facilitating conflict resolution
- Lead on the UK implementation of specific HR policies and improvement projects, including communication and change management
- Develop and maintain global HR frameworks and minimum standards across the UK
- Guide and contribute to the development of global and UK HR strategies and the translation into action plans and activities, in line with the global HR strategic priorities
- Support UK people managers in meeting their HR priorities and objectives
- Develop/review HR policies and procedures, researching best practice and legislative requirements
- Ensure that the HRIS in the UK is used to its maximum potential and that there is an effective flow of people-related information
- Provide insight for the organisation into global HR trends, including UK developments and inform organisational thinking and decision-making
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding and Adults at Risk Policies and ensuring compliance with all HR-related aspects of WCUK's Child Safeguarding and Adults at Risk policies, particularly in relation to safer recruitment.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.

You are

- CIPD qualified or have an equivalent HR qualification, relevant professional experience will be considered
- An HR generalist, experienced in handling all aspects of the employee life cycle and people management issues
- Experienced in acting as a business partner and adviser to HR colleagues and senior managers and able to quickly gain credibility and influence
- Able to communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance, building positive working relationships

- A strong communicator and negotiator; with a proven ability to engage and persuade people managers on a course of action, instil confidence and provide clarity, direction and evidence to support proposals
- Experienced in managing and delivering projects autonomously or with little guidance, including implementing effective change
- Experienced in dealing with sensitive and complex employee relations cases, including carrying out and supporting investigations and disciplinary proceedings
- Experienced in helping others develop and grow, through a variety of means, including remotely
- Willing and able to adjust to multiple demands and shifting priorities

Your team

