



HR Officer (14-month contract – maternity cover)

Hours: 35 hours per week, Monday to Friday
Contract: 14-month contract (maternity cover)
Location: Working across all Share sites but mainly based at Share Clapham, SW11 1JL
Annual leave: 28 days plus your birthday off
Reporting to: Head of People and Culture

About us

Share is a registered charity and a centre for training and wellbeing. We provide a range of programmes empowering adults with a learning disability, autistic adults, and adults with other support needs to live happier, healthier, and more independent lives. Our vision is a world where disabled people are fully included in society, living the life they choose, and we need talented people to help us make that happen.

We are accredited by the National Autistic Society, and we hold Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

The role

The role is a 14-month maternity cover position as part of Share's People & Culture function. You will work closely with Share's Head of People & Culture to deliver a best-in-class HR service to an ambitious, medium-sized charity. Key responsibilities are the smooth running of Share's recruitment and payroll functions, as well as providing basic advice to line managers and staff.

The ideal candidate will have experience in HR, ideally holding a CIPD level 3 qualification or equivalent. This role would suit an experienced HR assistant looking to take their next step professionally, or an HR Officer looking for a new challenge.

Summary of main duties

Employee Relations & Advice:

- Provide HR support to formal employee relations processes including disciplinary, grievance, capability and sickness absence management processes.
- Support investigating managers to conduct initial fact-finding and formal investigations.
- Take notes for formal employee relations meetings.
- Work with managers to ensure outcomes from formal meetings are actioned in a timely way.

- Advise managers as to the implementation of HR policies and processes.

Recruitment:

- Lead the recruitment of new staff, including:
 - advertising roles
 - collating and long-listing applicants
 - arranging interviews
 - conducting pre-employment checks
- Onboarding new starters ensuring completion of pre-employment checks, comprehensive inductions and completion of relevant training.
- Maintain relationships with key advertising partners, tailoring advertising solutions to suit vacancies and ensuring best value for money in relation to advertising spend.
- Work with any agencies as directed to source temporary or permanent staff.
- Support the Head of People & Culture with the recruitment of Trustees.
- Collect and utilise data to refine the recruitment function with a view to encouraging a diverse applicant pool.
- Ensure Share's recruitment processes offer a best-in-class experience for applicants, with inclusivity and accessibility at the heart of our recruitment process.

Culture

- Support the provision and promotion of Share's staff benefits offering, ensuring a high-quality employee experience at a cost effective price point.
- Administer the annual staff survey process, maximising engagement and response rates, and collating results.
- Deliver staff social events in line with agreed budgets.

Payroll:

- Ensure collation of monthly payroll submissions, including hours worked, contract changes and new starters.
- Check submitted timesheets and ensure correct payment for overtime and bank workers.
- Process leavers, including calculation of outstanding annual leave and pay in lieu of notice.
- Collect and submit pension enrolment information for new starters.
- Process any changes of staff data including bank details, ensuring these are shared with the payroll provider.
- Action attachment of earnings and salary sacrifice arrangements as required.

Scheduling:

- Support the scheduling of flexible staff and the assignment of bank workers.
- Source cover for unexpected absences.
- Monitor approved leave and advise managers when approvals approach or exceed agreed limits.

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

Please apply through our website or send us your CV and cover letter answering the following questions:

1. Please can you tell us what attracted you to this post? What qualities do you believe you possess which will make you successful in this role and why?
2. What does successful recruitment mean to you, what factors influence the success of a recruitment process, and why?
3. Share is a fast-paced environment which will often require you to reprioritise your workload. Tell us about your approach to managing your workload, and how you would adapt this to an environment like Share?

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hradmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

