

Job Description

BECOME.

THE CHARITY FOR CHILDREN IN CARE
AND YOUNG CARE LEAVERS

HR Officer

Job title: Human Resources Officer

Reporting to: Operations Manager

Purpose of role:

Salary: £19,548 actual salary (£32,580 pro-rata)

Hours: 21 hours p/w (flexible working arrangements considered)

Pension: 5% employer contribution

Leave: 28 days per annum - pro-rata (*for part time roles*), plus bank holidays

Location: We are currently hybrid working: *our team primarily works from home with in-person attendance and meetings generally expected once or twice per month, usually at our central hot-desking location in Old Street, London. For non-London based staff, we will consider hot-desking options near you, if required. Additionally, Become covers the costs of travel for these essential in-person meetings. We are open to conversations about flexible working arrangements.*

About Become and the HR Officer

Become, the national charity for children in care and young care leavers, is here to make a difference to individual lives right now, and the care system as a whole for future generations. We believe that young people who've experienced care should have the same chances as everyone else to live happy, fulfilled lives. We put young people at the heart of everything we do – helping them to be powerful agents of positive change in their own lives, in the care system and in society.

Now is a critical time to join Become with rising numbers of children in care and the need for our support greater than ever before.

Within the forthcoming launch of our new 5-year strategy, we have ambitious plans for the future to reach more children and young people to help them to believe in themselves and shape the future they want and to tackle the structural and systemic issues holding young people back.

We have programmes of work that really make a difference, a welcoming and collaborative culture and a growing group of expert staff passionately committed to improving outcomes for children in care and young care leavers.

We are looking for an ambitious and skilled HR Officer to support on areas such as recruitment, onboarding, L&D, and policies and procedures. You will be responsible for administrative tasks, and you'll play a key role in contributing to making Become a better place to work. Growing our staff team is an essential element of our strategy which is why we need additional HR capacity.

As an organisation serving children in care and care leavers, we are keen to receive applications from people with experience of care and recognise the importance of having care experienced staff within our team. We are also actively seeking to bring diversity of perspectives and experience, and especially welcome applications from people from racially minoritised communities.

Become is committed to tackling systemic racism and providing an inclusive, equitable workplace. We recognise that embedding equity, diversity and inclusion principles is an ongoing journey and one which we are determined to invest in.

At Become we strive to embed our core values into all aspects of our work;

Honesty- We represent the experiences of children in care and young care leavers with honesty and integrity, and act in their best interests.

Respect - We listen to care-experienced people, and we work in partnership with them to improve the experience of being in care and life after care.

Kindness - We care about the young people we work with, and we help the care system to be more like a good parent. We look after ourselves and after each other so we can be our best for young people.

Empowerment - We help children and young care leavers to be powerful agents of positive change in their own lives, in the care system and in society.

Optimism - We are angry about the times when the care system and society let young people down, but ambitious, determined, and optimistic about our ability to make things better.

Job Overview

Key responsibilities:

- Provide HR and Operational support as a key contact for line Managers and team members within Become, serving as the first point of contact for queries
- Provide support to the Operations Manager in developing, leading and maintaining HR and Operations initiatives, systems, policies, and processes
- Provide support to the Director of Finance & People to further Become's goals
- Lead on the day-to-day recruitment tasks of the organisation (including job postings, initial application sifting, scheduling interviews, background checks, for example)
- Promote and support learning and development across all teams
- Assist in managing the performance management processes
- Ensuring compliance with employment laws/regulations and accurate and up-to-date employee records
- Administer employee benefits schemes and the onboarding / offboarding processes
- Support the wellbeing of staff in a hybrid work environment
- Uphold the organisation's values (and ensure the team upholds these)
- Embed Equity, Diversity, and Inclusion principles into your work practices
- Contribute towards the ongoing development of the HR function within Become

Who you are

Personal Qualities

- You have a passion for our mission, vision, and values
- You understand the importance of Equity, Diversity and Inclusion and commit to helping create a culture with EDI at its heart
- Outstanding organisational and time-management abilities
- Excellent communication and interpersonal skills
- Ability to develop effective working relationships with a wide range of people.
- Great at adapting due to the developing nature of the role

Knowledge, experience, and skills

- Proven experience as HR officer, administrator, or other HR related role
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)

- Understanding of UK employment laws and regulations
- Knowledge and understanding in areas of charity governance
- Proficient in MS Office 365
- Knowledge of HR, Recruitment and L&D software (training on specific platforms will be given)
- Experience managing conflicting deadlines and priorities effectively
- Ability to handle sensitive information with confidentiality and professionalism
- Ability to work independently and as part of a team