



Job Profile

Post:	HR Officer
Team:	Operations
Responsible for:	HR: Ensuring smooth running of day-to-day HR functions and maintain employee records
Contracted Hours:	22.5 hours per week (0.6 FTE) (22.5 hours split between Monday – Friday) or full-time hours for the HR and Operations Officer role combined
Salary:	£32,000 pro rata (£19,200 actual)
Working Days:	Any 22.5 hours split between Monday – Friday. Hybrid working available.
Location:	Bristol/Hybrid
Contract:	Permanent
Closing date:	The closing date for CV submissions is Monday 2 nd December, 11:59pm
Interview date:	Interviews are expected to be held on week commencing 9 th December

Purpose of the job

We are looking for an HR Officer to join the team supporting the HR function, in this part-time, hybrid working role.

This role could also be full-time incorporating the operations support function, which at the moment is as separate standalone part-time role.

The role

As HR Officer you will provide support and specialist HR knowledge to all of the operational functions. This includes supporting the Finance Manager and other members of the Senior Leadership Team (SLT) on the delivery of various projects, maintaining employee records, and advising on compliance with UK Employment and Health and Safety Laws.

Main areas of responsibility include

- Maintain up to date employee records



- Support health and safety compliance and training
- Support and coordinate staff training
- Training new staff on systems and day-to-day procedures
- Day-to-day management of the HR management system, BrightHR
- Assist in the preparation of monthly payroll instruction for accountants
- Working closely with the Finance Manager to ensure operational expense is accurately reported and logged
- Recruitment and induction of new staff and staff exits
- Assist with compliance of legal policy frameworks related to employment and health and safety
- Provide HR guidance and support to employees on employee relations and workplace policies
- Contribute to the development and continuous improvement of HR practices and procedures

We are advertising this as a part-time permanent role but would welcome applications for this post and the Operations Administrator post as a full-time position, HR and Operations Officer, £29,000 annual salary 1.0 FTE.

About you

With experience in a HR role OR equivalent experience in a role with evidence of transferable skills, you will have experience of overseeing administrative systems and the ability to manage a varied and busy workload.

With excellent organisational skills and time management, you will have knowledge and understanding of key HR functions and UK Employment Law.

You will be asked to submit a CV and then those selected to move to the next stage will be asked to submit a supporting document alongside their application.

[Please click here to be redirected to the portal in which to submit your CV.](#)

We appreciate that some candidates may find other means of communicating their skills and experience more suitable to them, so accept the following supporting document formats:

- 2-page cover letter
- No more than a 5-minute long video (either sent as an mp4 attachment or a link to an unlisted YouTube video)
- A poem no longer than 2 pages



About The Green House

At the Green House we believe in creative evidence-based support services led by the voices of young people and their families. Our specialist services are designed to grow connection and community with families who have experienced sexual abuse. Our services have a creative arts focus because we believe in the transformative power of creativity in helping families to rebuild their lives after abuse experiences. Research guides everything we do, it helps us to understand our service, develop best practice nationally in the sector and is a platform for amplifying survivors voices.

Benefits include

- 25 days holiday plus bank holidays. We currently award the Christmas – New Year period off to staff (not deducted from allowance)
- Generous leave allowances (sickness, maternity, etc.)
- Flexible employer
- Whole-organisation Professional Development Fund and Policy to help your CPD
- Access to Employee Assistance Programme
- Fantastic, kind, and hardworking team

Equality, equity, diversity, and inclusion (EEDI)

The organisation is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. Therefore, are particularly keen to hear from candidates living with a disability, and those from the global majority.

