

Job Title: Human Resources Officer x1; Human Resources Officer (Maternity Leave) x1

Reports to: Business Manager

Hours: Part-Time or Full-Time (3-5 days per week, 9am to 5pm); Fixed Term (12months, 9am to 5pm)

Location: London Office (on-site)

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and societies at large. In order to achieve that, we are led by our core values of transparency, dignity, and empowerment.

Job Overview:

We are looking for a skilled HR Officer with prior experience who will be responsible for providing high quality HR support in the UK. The role holder is expected to recruit, support and develop talent through embedding policies and procedures and manage HR operations end to end. You will be responsible for administrative tasks and contribute to making the organisation a better place to work.

If you are passionate about HR, highly efficient, committed and approachable individual with strong character and communication skills, we want to hear from you. We expect you to have strong knowledge of various HR functions and UK local regulations and have various prerequisite skills and qualifications.

Key responsibilities:

- **Recruitment:** Manage recruiting and screening staff, overseeing interviews, collate feedback from panel interviews, onboarding of new employees, leaving process of outgoing staff, developing staff handbooks and policies & procedures relating to new hires. Maintain and update central records, create ID cards, arrange DBS and 'right to work' checks.
- **Payroll:** Prepare monthly payroll summary and work with COO to ensure employees get paid on time and accurately.
- **Legal responsibilities & compliance:** Responsible for ensuring the organisation remains compliant with current employment law as well as communicating any changes to the relevant departments, data protection practices, handling internal investigations into harassment, discrimination or gross misconduct, maintaining an incident case log for all investigations, policy breaches and disciplinary proceedings.
- **Training:** Identify training needs of employees in different departments, organise and schedule training & development courses, enforce and update Line Managers of staff with overdue mandatory training.
- **Employee relationships:** manage the relationships between employees confidentially to support and advise senior management. Organise few events to improve staff morale and engagement
- **HR App:** Ensure BrightHR system is regularly updated, monitored and produce punctuality & attendance reports for all employees on a monthly basis.
- **Staff welfare:** Promote equity, health and safety within the office and organisation.
- **Appraisals/reviews:** Ensure probation reviews occur on time and for staff members at risk, schedule 1 month and 3 months check-ins between new staff and Line Manager, organise a one-on-one meeting with all staff once a year; provide timely and regular updates to Line Managers and highlight staff policy breaches.
- **Data storage:** Manage, accurately and safely update and store data and HR records for all employees in Salesforce/headcount records. Recording and processing confidential information in line with data protection laws.
- **Additional requirements:** Other office or HR related functions that may arise

Skills & Experience:	Essential	Desirable
At least one HR credential: HRCI certification, CIPD Level 5 or HR degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum 3 years' experience as HR generalist or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive understanding of UK employment laws	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of HR functions (pay, recruitment, training & development, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent organisational & time management to work to deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diplomacy, ability to remain calm in stressful situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fluent in both written and verbal English	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient MS Office (Word, Excel, Outlook, PowerPoint)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sensitivity, understanding and strong ethics and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly proactive and meticulous attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work with all stakeholders at different levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem-solving and decision-making aptitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure, conflicting demands and prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HRCI certification: CIPD Level 7 or higher	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Previous line management experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worked in the not for profit/charity sector/organisation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Basic written and spoken Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial awareness	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Requirements:

- Flexibility of working outside working hours when required

Salary:

- £34,284 per annum (pro-rata basis)