

Job description

Human Resources Advisor

Effective from: October 2019

Reports to: Office Manager

Close working relationship with: Senior Management Team

Duration and type of Contract: 18 months, subject to review. The post is offered primarily as a full-time post, but applications for a part-time role (minimum 60% FTE) will also be considered

The Rainforest Foundation UK

The mission of the Rainforest Foundation UK (RFUK) is to support indigenous peoples and traditional populations of the world's rainforest to:

- Secure and control the natural resources necessary for their long-term wellbeing and managing these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

RFUK considers that an essential first step to protect and manage the tropical forests and to reduce poverty in tropical forest countries is to realise the rights of the traditional and indigenous communities who live in those forests. With secure rights to land and livelihoods, forest peoples can effectively manage forest resources and direct and manage their own development. Founded in 1989, RFUK has built a solid body of work based on this rights-based approach to development and protection of the rainforest. Although our work is focused on the Congo Basin, where RFUK has worked since 1996, we also work in the Peruvian Amazon.

RFUK tackles the underlying causes of deforestation and the linked problem of disenfranchisement of indigenous forest peoples globally and locally. From the field to the international policy arena, RFUK reinforces the influence of forest peoples over decisions that affect them. We work with over 15 partner organisations in tropical forest countries and our programmes work is split into the following thematic areas:

- Threats to forests from the extractive industries, infrastructure development and agro-industrial expansion;
- Conservation effectiveness and monitoring of initiatives to reduce deforestation from deforestation and degradation (REDD);
- Community-based forest management, and tenure reform;
- Geo-spatial management, including community mapping and forest monitoring, land-use planning;
- Indigenous peoples' rights.

RFUK currently has 26 staff, with a number of volunteers or interns at any given time. It is governed by a Board of seven Trustees. The London-based Foundation is part of a network of sister organizations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway. RFUK is currently managing a portfolio of projects in five Congo Basin countries and in Peru with an annual organisational budget of about £4 million, funded by various donors.

Responsibilities

The post holder will work from the Rainforest Foundation's London office. The main duties will include being the first point of contact for staff and managers, leading on all aspects of HR delivery and continuing to develop the HR function, policies and processes of the organisation. The HR Advisor will be responsible for overseeing the full employee lifecycle, with a key focus on administration, HR/Employment Law advice as well as the development of processes that scale as the RFUK grows. The post will initially be line-managed by the Office Manager.

The HR Advisor will be responsible for the following tasks, under the supervision of the Office Manager:

1. Generalist HR

- First point of contact for all general HR queries from staff and management
- Provide proactive HR support with a focus on supporting new managers, performance and talent development
- Manage the induction, new starter and probation process
- Manage the employee exit process, including conducting exit interviews and the analysis of exit interview trends
- Take a proactive lead on, administer and document the performance and any disciplinary cases and support staff and management on performing their tasks in line with good HR practice.
- Ensure that the HR documentation in hard copy, on the server and on the HR system is up to date and accurate. Provide reports and export data from as requested.
- Provide staff and management with coaching and support in managing stress and crisis situations.
- Additional ad hoc tasks as required to ensure smooth running of the HR function

2. Recruitment

- Manage the intern programme including the liaison with universities and colleges
- Build relationships with hiring managers, develop deep understanding of their positions/needs
- Support the end-to-end recruitment process including advertising roles, writing/overseeing role profiles (in conjunction with the relevant hiring managers), sourcing, screening and shortlisting candidates and supporting the hiring managers in the decision-making process
- Manage the recruitment inbox to ensure the best candidates are being put forward for the appropriate roles
- Carry out relevant screening and background checks on current and new staff including DBS and role safeguarding assessments
- Support the short-listing of appropriate candidates and arrange interviews for hiring managers. Take part in the interviews if required.
- Support the candidates and new recruits throughout the recruitment, onboarding and induction process
- Ensure that offers are made in a timely manner, pre-start checks are completed and that the period between offer and joining is well managed
- Manage the employment contract process including the drafting, renewal and extension of contracts

3. HR Data and Processes

- Deliver HR processes and administration seamlessly, ensuring records are stored in line with current legislation, including:
 - Starters and leavers process
 - Pre-employment checks
 - Staff changes for payroll
 - Sickness Absence process
 - Annual leave process
 - Employee benefits and pensions
 - Induction process
 - Performance appraisal and probation process

- Training and development attendance
- Salary reviews and promotions
- Employee exit process
- Reference requests
- Review HR processes regularly and recommend how we can scale them as RFUK grows so they become less labour intensive
- Own the management of the HR IT system including the accuracy of the data (new employees, staff changes etc.) and embedding it across RFUK to ensure it is well used
- Oversee the pension enrollment process for new staff, act as the first point of contact for queries and produce all relevant communication

4. UK Visas and Immigration (UKVI) Management

- Ensure that RFUK is aware of, and fully complies with, current and new UKVI rules
- Ensure all details on the UKVI management portal are correct and up to date
- Oversee process of issuing certificates of sponsorship for current and new staff members
- Support migrant staff in processing their UK visa applications
- Support relocation for overseas recruits when necessary

5. Learning & Development

- Ownership of the appraisal and performance management process and support the managers in its implementation, as appropriate
- Management of the learning and development plan including identifying and organising training programmes and coordinating internal knowledge sharing
- Support the implementation of the E-Learning platform and supervise the regime of compulsory staff training
- Support RFUK with the design and delivery of teambuilding and organisational events

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> ● Undergraduate degree in social sciences ● At least 3 years' experience in an HR Advisor role. Stand-alone HR experience desirable ● Working knowledge of employment law and its impact on the employee lifecycle and organizational processes ● Exceptional attention to detail and organisation skills ● First-rate communicator with the ability to build relationships with colleagues quickly ● Good writing skills (formal and informal) ● Self-starter who can manage their own workload and take a pro-active approach to their work ● Knowledge of Excel, online HRM platforms and the ability to analyse data 	<ul style="list-style-type: none"> ● CIPD qualified or in process of working towards qualification ● Experience in administering HR Self Service software ● Conflict resolution skills ● Strong character, able to find and confidently present solutions and resolve HR issues ● HR Management experience in a charity/development project context.

Personal Skills and Attributes	<ul style="list-style-type: none"> • Willingness and ability to learn on the job. • Careful and conscientious with demonstrable attention to detail. • Willingness to take on responsibility and grow within the organisation • Pleasant telephone manner as well as efficiency in relaying messages and taking instructions. • Ability to work in a team, or independently under the direction of the line manager. • Good organisational and time management skills with the ability to work under pressure and to multiple deadlines. 	<ul style="list-style-type: none"> • Ability to track trends, monitor staff wellbeing and proactive approach to problem-solving • Empathy with and commitment to the Rainforest Foundation’s Vision and Mission. • Interest in human rights and environmental issues.
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Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on an 18 months, fixed term contract basis, with a 6-month probationary period.

The post is a full time role with a possibility to work flexibly (working from home, subject to manager’s approval, flexible hours).

The starting salary is £32,651 per annum (pro-rata if part-time), including London weighting.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. At present, 30 days (pro-rata) paid leave per year are offered.

RFUK provides a 4% of the salary contribution into the statutory pension scheme with employee the contributions required as per the UK Auto-Enrolment pension legislation.

The place of work is Units 2-4, The Atelier, Old Dairy Court, 17 Crouch Hill, London, N4 4AP. This is a non-smoking environment. There is no parking provided for the post-holder, although bicycles are allowed in the building.

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual persuasion.

Please apply by filling in the application form (<https://www.rainforestfoundationuk.org/jobs>) and emailing it to jobs@rainforestuk.org with “HR Advisor” in the subject. CV’s are not going to be accepted.