

## HR Coordinator Job Advert

### London

### Part-time, (0.8 FTE) Permanent

Learning and Work Institute is a small independent policy, research and development organisation dedicated to lifelong learning, full employment and inclusion. We research what works, influence policy, develop new ways of thinking, and help implement new approaches. Our vision is for a prosperous and fair society in which learning and work provide opportunities for everyone to realise their potential and ambitions throughout life.

As a Silver Investors in People award holder, L&W is committed to building a great place to work. This is a new, exciting role created to support our part-time Head of HR. It is perfect for an individual with solid HR generalist support experience wanting career progression in HR. We are looking for an enthusiastic, self-motivated and highly organised HR practitioner, ideally CIPD level 5 (minimum CIPD level 3). This busy and varied role provides support for end-to-end recruitment; induction; HR administration across the entire employee lifecycle and ER advisory work, supported by the Head of HR.

This role requires a proactive and creative problem solver who is approachable and passionate about people. You will be an excellent and confident communicator with the ability to multi-task and interact with colleagues at all levels. Using your initiative, demonstrating good judgement and prioritising will be your key strengths. Ideally, you seek to use technology to improve HR process efficiency and you enjoy building good relationships with line managers and colleagues.

This is a broad developmental role. You will be committed to carrying out your duties with integrity and confidentiality, and to expanding your knowledge of employment legislation. You will have good knowledge of MS Office (Word, Excel, PowerPoint); Office 365, MS Teams, Zoom and HR systems.

In return, you will be supported by an experienced Head of HR who enjoys developing and motivating HR staff to reach their full potential. You will have the opportunity to shape this role from the outset with the scope to develop your HR advisory skills and continuously improve recruitment and HR processes. The Head of HR will involve and develop you on the job to support strategic HR projects; staff engagement, complex ER cases and guidance / training for line managers and staff.

This role will be based in our London office (Vauxhall). We are currently working from home and envisage hybrid working once restrictions lift with a mix of office and homeworking. Ideally, the postholder will work Monday to Friday (0.8 FTE).

As an employer, we offer a competitive salary, 25 days holiday plus 8 bank holidays and 6 grace days (pro-rata); a generous pension scheme and various other staff benefits. We are committed to equality and diversity to reflect L&W's mission and values. We encourage applications from all under-represented groups in society.

If you have the skills and abilities required for this role, [please apply here today](#)

Closing date for applications is at **12pm on Monday 24 May 2021**

Interviews will be held remotely via Zoom on **Tuesday 8 June / Wednesday 9 June 2021**