



**HR Adviser, Family Action Head Office, London (temporarily home-based due to Covid-19)**

**37 hours per week**

**Grade 3 (lower): £30,556 - £33,180 per annum inclusive of Inner London Weighting**

**Permanent Contract**

- **Do you want to work for an organisation that makes a difference?**
- **Are you passionate about developing a career in HR and looking for a challenge?**
- **Would you like to be part of an award winning organisation?**

If so, Family Action has a great opportunity and wants to meet you.

Family Action is a charity that transforms lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with over 60,000 families a year in around 160 community based services, as well as supporting thousands more through our national programmes and our grants programmes.

We are looking for a confident, friendly, people focused individual with a can-do attitude for this busy HR role. You will bring your knowledge and experience of providing generalist employee relations advice and support to line managers, and the ability to manage your own caseload. You will be joining the organisation as a valuable member of an influential HR team delivering the Workforce Strategy and developing HR policies, which help shape the future at Family Action.

You should be a professionally curious person who is enthusiastic about developing a career in HR. The successful candidate will have experience of working in a busy HR team, providing advice and support in a solution focused way. We need an excellent communicator with good numeracy and IT skills.

Being passionate about empowering and upskilling our management population is vital and you will support in the development of tools and training to enable our managers to carry out a wide range of employee relations activities. You need to be passionate about employee relations and driving change as well as being resilient, customer focused and a great influencer.

Family Action is forward looking, ambitious and has a commitment to continuous improvement. We are a **people focused, can-do** organisation that strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and have the skills outlined then we look forward to meeting you.

In return we can offer you the opportunity to work in an established, supportive and high-performing HR team that inspires innovative and creative thinking, values your opinions and encourages learning.

We offer flexible working, generous leave entitlements, eye care vouchers, cycle to work scheme, great development opportunities and a Group Personal Pension Scheme.

**For an application pack and further information, including the benefits we offer, please visit [www.family-action.org.uk/workingwithus](http://www.family-action.org.uk/workingwithus).**

**Please email your completed application to: [completed.application16@family-action.org.uk](mailto:completed.application16@family-action.org.uk)**

**Closing date:** Wednesday 3<sup>rd</sup> February 2021, 9am

**Interviews:** TBC

*We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQ+ candidates, candidates with disabilities, and male candidates, because we would like to increase the representation of these groups at Family Action. We strive for our workforce to be representative of the communities that we serve and we know that greater diversity will lead to even greater results for families and children. We also encourage applications from candidates with lived experience of Family Action services.*