



## Job Description – Human Resources Advisor

AmplifyChange is an independent, not-for-profit organisation that supports local civil society organisations to advocate for sexual and reproductive health and rights (SRHR). We have an exciting new job opportunity for an HR Advisor.

**Our vision:** Full attainment of SRHR for all.

**Our mission:** To be a global leader in supporting grassroots organisations and building stronger, more inclusive movements for SRHR for all, especially in challenging contexts.

### We are:

- Accessible and responsive to applicants and grantees
- Supportive and flexible in engaging with applicants and grantees
- Open & transparent, committed to making information widely available
- Demand-led, using grantee feedback & lessons to adapt ways of working
- Results focused, with performance metrics jointly developed with grantees
- Sound management and stewardship of financial resources
- Independent from external policy pressures and guided by our Members

### Background

AmplifyChange makes grants of various sizes and duration to support the work of civil society organisations (CSOs) located in low- and middle-income countries, advocating for improved sexual and reproductive health and rights (SRHR). More information can be found on our website: [www.amplifychange.org](http://www.amplifychange.org). AmplifyChange registered as an independent entity in early 2020, with a five-year [strategy](#) outlining our approach for the future.

### Our values

While AmplifyChange accepts applications on a competitive basis to make grants accessible to all, our ethos is to support applicants and grantees to succeed, and to facilitate access to longer-term and more predictable funding to well performing groups. AmplifyChange is agile, lean and light touch, without compromising quality and the ability to provide personalised support to our grantees.

### Job Context

AmplifyChange, originally a project within MannionDaniels, became an independent organisation in early 2020. HR support has been provided by MannionDaniels ever since, however we are now looking to recruit a capable and organised HR Advisor to join our organisation of 20 staff, on a part-time basis. This role will develop alongside the organisation's anticipated growth plans and is an excellent opportunity for the right person. Amplify Change values are extremely important to us and therefore we are looking for someone who will support and work to our values.

There will be flexibility about days and hours required in the office, but you will be required to work on average 2 days per week. You will work with our existing HR operating processes and procedures and work in a spirit of continuous improvement to identify improvements and implement changes where appropriate.



We are looking for someone who has sufficient HR experience to be able to manage a varied workload. Remote, senior HR expertise will be available to the postholder.

## **Main responsibilities**

### *HR Operations/Administration*

- You will advise, guide and provide administrative support for HR topics including recruitment, retention, pay & reward, and annual objective setting and performance review
- Provide advice and guidance on the organisation's HR-policies and procedures to all employees. Update policies in line with employment law changes.
- Ensure compliance in HR activities including recruitment, onboarding, employee checks and record keeping, compliance training.
- Manage any casework in relation to disciplinary, grievance, performance and absence issues.
- Assist the Finance Team in payroll preparation and pensions administration
- Liaison with the Board secretary and some administration for the CEO e.g meeting set-up, agenda setting etc.

### *Learning and Development*

- Review and manage the effective onboarding and induction process for new employees
- Make recommendations for suitable learning and development tools and programmes to meet personal development and organisational needs.
- Assist with sourcing and arranging learning and development initiatives as required.

### *Continuous Improvement*

- Utilise the HR system (we currently use PeopleHR) and ensure it is kept up to date with employee records and best use is made of its capability. Guide and support users as required.
- Support and deliver on HR projects or workplans relating to continuous improvement
- Contribute to wellbeing initiatives and positive organisational change
- Generate and present people reports to senior management as required
- Anything else that may reasonably be required to support the organisation

## **Person specification**

- Sensitivity to, and support for, the values and general aims of AmplifyChange
- A HR generalist, possibly a Senior Administrator, looking for some more autonomy and development. This could also suit someone who has been more senior but who is looking for more flexibility in their work life balance.
- Solid experience of HR coordination and administration and good attention to detail
- Minimum of, or working towards, CIPD Associate-level
- Up-to-date working knowledge of employment law
- Proven experience in managing employee casework
- Ability to build effective working relationships with team members
- Ability to use own initiative, with a proactive and problem-solving attitude
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines
- Innovative and keen to learn and master new skills
- Strong communication skills, both verbal and written



**Reporting and organisation:**

This is a UK based, part-time, permanent and flexible post reporting to the Head of Operations. The Level of Effort is expected to be for 2 days per week on average; there could be times when you would be required to cover extra days e.g if a recruitment campaign is taking place. The weekly working pattern can be tailored to fit the successful candidate (for example: 2 full days, 4 half days, etc).

AmplifyChange is based in Bath, and we operate on a hybrid working model, tailored to the requirements of the role. We can only accept applications from those with proof of the right to work in the UK.

**Salary and package**

- Annual salary range: £31,500 - £35,000 pro-rata
- Holiday: 25 days per annum on full time basis
- Pension: 8% employer contribution
- Life insurance: Company life insurance scheme
- Benefits: Access to a flexible benefits and discounts scheme

**How to apply:**

If you wish to express your interest for the role, then please send your cover letter and CV to our recruitment consultant Christine Trybus on [christinetrybus@mosaicresourcing.co.uk](mailto:christinetrybus@mosaicresourcing.co.uk). Applications will be reviewed on a rolling basis.

AmplifyChange is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and always abide by our [Code of Ethics](#).