



HR ADVISOR

Hours:	20 hours pw (flexible structure)
Contract:	2 Years Fixed Term
Salary:	Full time equivalent £30,151 (SO1, pt.23)
Location:	Manchester (flexible hybrid working)
Reports to:	Deputy CEO

Role Overview: We are looking for an experienced and people-focused HR Advisor to oversee employee relations, provide professional HR advice and support to managers and the wider team, and ensure the proper function, reporting, and recording of all HR processes. The role covers end-to-end recruitment and onboarding, policy and procedure management, learning and development, and day-to-day HR administration.

Our Agreed Behaviours & A Little About Us

We live our values and act within our agreed behaviours, which we co-produced as a team, providing a warm welcome, a sense of belonging, and a place to find purpose and thrive.

Our trauma informed service includes volunteering opportunities, creative projects, sports programmes, training, and employment support. We also help people access emergency accommodation, secure permanent housing, and connect with any services they need.

The Booth Centre is an award-winning, nationally recognised community and beacon of best practice, delivering co-produced, partnership-based ways of working adopted by services across the country. We are a safe, welcoming environment where everyone is included, respected, heard, and empowered.

Agreed Behaviours	Compassion	Dedication	Integrity	Respect	Kindness
	Sense of Fun	Supportive	Cheerleading for one another	Openness	Non-judgemental

Job Description

Tasks specific to role	<ul style="list-style-type: none"> ▪ Serve as the first point of contact for all HR queries, providing accurate and timely advice on a wide range of employment matters. ▪ Support managers in handling employee relations issues, including performance management, disciplinary, grievance, and absence management cases. ▪ Manage end-to-end recruitment processes, from drafting advertisements to issuing offer letters and contracts. ▪ Coordinate onboarding and induction of new starters to ensure a smooth, engaging welcome and embedding experience. ▪ Advise on and ensure consistent application of the Charity's HR policies and procedures, ensuring they are updated and disseminated regularly. ▪ Maintain up-to-date knowledge of UK employment legislation and HR best practice, keeping the team informed of relevant changes. ▪ Through application of a policy and procedure calendar, ensure scheduled updates are carried out by the designated officers in a timely manner and conduct an annual policy audit. ▪ Maintain accurate and confidential HR records, ensuring data is kept up to date and accessible for all employees. ▪ Support the CEO and Deputy CEO with any project related to HR or organisational development.
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General	<ul style="list-style-type: none"> ▪ Carry out all duties in line with the Centre's Vision, Mission & Values, following policies, procedures, and inclusive practices. ▪ Demonstrate flexibility and willingness to adapt to changing priorities, urgent matters, and the evolving needs of the service. ▪ Undertake other reasonable duties as requested by your line manager, including supporting colleagues when needed. ▪ Actively participate in wider team goals, act as an ambassador for the service, and adhere to our Agreed Behaviours. ▪ Maintain awareness of data protection and information security responsibilities, escalating any concerns in line with policy and procedure. ▪ Keep the team informed of organisational changes, HR processes, and policy updates, supporting a culture of transparency and open communication. ▪ Attend regular one-to-ones, team meetings, and training as identified by your line manager or the senior management.
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Person Specification

We are looking for a committed, knowledgeable, and people-centred HR Advisor, a proactive team player who takes pride in their work. You will join a supportive and friendly team, with opportunities to develop your skills and make a meaningful contribution to a sector-leading organisation.

Essential Skills

- Minimum of 3 years' experience in an HR Advisor role, with demonstrable knowledge of UK employment law and best practice
- Experience managing employee relations cases end-to-end, including disciplinary, grievance, and absence management
- Knowledge of HR systems, with confidence in maintaining accurate HR records
- Experience managing end-to-end recruitment processes, from advertisement through to offer and onboarding
- Excellent communication, organisational, and interpersonal skills, with the ability to advise and influence at all levels
- Ability to manage competing priorities effectively and work with a high degree of confidentiality and discretion

Essential Experience

- Proven experience advising managers and staff on a broad range of HR matters, including complex employee relations cases.
- Experience developing, reviewing, and maintaining HR policies and procedures in line with current legislation
- Experience coordinating recruitment campaigns and delivering effective onboarding programmes
- Experience working with HR platforms and maintaining accurate, audit-ready records

Desired Experience/Qualifications
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- Experience working in the charity or voluntary sector
- CIPD Level 5 or ongoing professional development in HR

How to Apply:

We are committed to equality, diversity, and inclusion and welcome applications from the whole community. To apply, please send an expression of interest addressing all items in the Person Specification, along with your CV, to abdalah@boothcentre.org.uk

Interview Process:

Interview questions will be shared with candidates in advance. Interviews will be conducted by a panel of two or three people to help ensure a fair and balanced assessment. We aim to notify applicants of interview outcomes as promptly as possible. Feedback will be offered to unsuccessful candidates where capacity allows. We are committed to providing a supportive and respectful experience for everyone taking part in the recruitment process.

Closing date:

Note: Though we have tried to be thorough, no job description can cover every issue which may arise within a post.