



## JOB ADVERTISEMENT

<b>Title:</b>	<b>HR Officer</b>
<b>Contract:</b>	Permanent
<b>Salary:</b>	£27,000 - £29,000 (pro rata), depending on experience
<b>Working hours:</b>	Full or Part-time – 35, 28 or 21 hours a week
<b>Pension:</b>	Workplace Pension
<b>Annual leave:</b>	30 days (pro rata)
<b>Work Location:</b>	Advance Head Office in Hammersmith, travel across London boroughs

Advance is a well-respected, award-winning and innovative women-only organisation, established in 1998, providing emotional and practical support to women experiencing domestic abuse and supporting women with custodial and community sentences to reduce offending. Our values are to listen and support, to empower and respect, to collaborate, innovate and be accountable. We have expanded our services significantly over the past 2 years, with annual income to over £3.5m and further growth will take our staff team to over 90 by March 2019, reaching over 3000 women and their children. It's an exciting time to join us.

### About you

We are seeking an experienced, high-performing, self-motivated and organised HR Officer to work with our Head of HR and Governance and the chief executive on the current and next stage growth and development of Advance. This exciting role will be instrumental in Advance's approach to human resources, facilitating empowerment and learning within Advance. The role will work closely with the management team on a daily basis. The person needs to make a real impact from day one.

You will be a tenacious, highly skilled, self-motivated and organised HR Officer able to provide comprehensive high level HR administration support in all aspects of the employee lifecycle at Advance. The work is fast paced and varied, meaning no two days are the same. We are looking for an exceptional HR professional who thrives in a fast paced environment and wants to be part of a brilliant team.

To succeed in this role you will have a good general knowledge of human resources operations and experience, which would normally be gained working in an HR administrative role, good IT skills and attention to detail. You will need to be a confident and capable communicator with the ability to prioritise and work to tight deadlines whilst maintaining a calm and focused approach.

If you are passionate about HR, able to thrive in a fast paced environment and wants to be part of a brilliant organisation making a real difference to lives of women across London, we want to hear from you.

*This post is open to \*female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, from BME backgrounds and the LBT community, and with personal experience of the criminal justice system.*

Benefits include 30 days holidays per year and a workplace pension.

**Closing date: 27<sup>th</sup> February 2019**

**Interview date: 7<sup>th</sup> March 2019**

**To apply:** Download the application form and Job Description from our website at <http://advancecharity.org.uk/work-for-us/>  
**Completed applications should be emailed to** [recruitment@advancecharity.org.uk](mailto:recruitment@advancecharity.org.uk) or **posted marked 'Private and Confidential' to Advance, BSU Recruitment, PO Box 74643, London W6 6JU.**