



Dear Applicant

Thank you for your interest in working with Advance.

The application pack includes information about -

- Background information for applicants (see below)
- Job Advert (see below)
- Description of role (available from our website)
- Job Description and Person Specification (available from our website)
- Advance application form (available from our website)
- Complying-with-Preventing-Illegal-Working-Legislation-February-2017.pdf (see below)  
[www.advancecharity.org.uk](http://www.advancecharity.org.uk)

Please complete the application form in full, and relate your skills and experience to the requirements stated in the advertisement, job description and person specification. Short-listing for interview is dependent on the extent to which your application matches these.

Your completed application form together with your monitoring form should be returned by **email to [recruitment@advancecharity.org.uk](mailto:recruitment@advancecharity.org.uk)**. Return these by the closing date; any late applications will not be accepted. Please do not include any additional documentation such as your Curriculum Vitae, as we require applicants' information to be in a standard form.

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and a satisfactory enhanced Disclosure and Barring Scheme (DBS) check.

Unfortunately, we are unable to contact applicants who are not shortlisted. Should you not hear from us within two weeks from the advertised closing date, you should assume that on this occasion your application has been unsuccessful.

Yours sincerely,

**Business Support Team**

**ADVANCE**

W: [www.advancecharity.org.uk](http://www.advancecharity.org.uk)

Registered Charity No. 1086873, A Company Limited by Guarantee. Registered offices in England as above. Reg. No. 4064660

## INFORMATION FOR APPLICANTS

### Applying for a job with Advance

We aim to ensure that every applicant is treated fairly, which means that we are not able to consider personal knowledge about you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible.

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Use your past and present jobs, interests and skills. Remember that voluntary work or work at home can be as valuable as paid employment. It is important that your application relates to the job you are applying for. Give examples of the work you have been involved in, remembering to specify your own responsibilities rather than those of your team or department.

The **application form** should be filled in as completely and as clearly as possible so that we can consider all applicants on the same basis. Make sure you complete the form clearly. You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should not be too lengthy, use your judgement to make sure you have conveyed how you have the skills and experience to do this job.

Please give as your referees your current and most recent employers where possible. Send your form to Advance on time and keep a copy.

### Short-listing

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification. Applicants who meet these requirements are shortlisted for interview. **Only information contained in the application will be considered in making the decision to shortlist.**

### Interviews

The interview panel is normally made up of two people who ask each candidate questions covering the relevant criteria, to allow you to expand on your application and show how you meet the essential requirements of the post. You may be asked to complete a task/presentation either at or before the interview. You will have the opportunity to ask questions about the job and about working at Advance at the end of the questions.

Panel members keep a record of their assessment of each applicant so that the reasons for their decision are clear and consistent.

## 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.**

## Complying with Preventing Illegal Working Legislation

### Lists of acceptable documents for right to work checks

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – **List A and List B**. These are shown in Tables 4 and 5 below.

**List A** contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If the prescribed right to work checks are followed it will establish a **continuous statutory excuse** for the duration of that person's employment with you. You do not have to conduct any further checks.

**List B** contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK. If the prescribed right to work checks are followed, it will establish a **time-limited statutory excuse** and require a follow-up check as set out below. You will be required to conduct a follow-up check in order to retain your statutory excuse.

<b>List A – Acceptable documents to establish a continuous statutory excuse</b>
---

#### List A

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

<b>List B – Acceptable documents to establish a statutory excuse for a limited period of time</b>
---

**List B**

**Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2 – Documents where a time-limit**