

The Fairtrade Foundation



Job Title: HR Officer (part-time, 21 hours per week, Monday-Wednesday; 3-month contract with possibility of permanent role)

Reports to: HR Manager

Staff reporting: None

Based at: Third Floor, Ibex House, 42-47 Minories, London EC3N 1DY.

Background

The Fairtrade Foundation is a passionate and ambitious development organisation committed to tackling poverty and injustice through trade. We are best known as the independent, not-for-profit body behind the FAIRTRADE Mark, a product label assuring consumers that their purchase helps disadvantaged farmers and workers in developing countries secure a better deal.

We undertake our certification and product labelling work as the UK member of Fairtrade Labelling Organisations International (FLO), a global network of organisations working to common standards and verification systems. We are one of the largest and fastest growing of the 21 labelling initiatives in FLO, working with hundreds of companies on thousands of products that generated sales of in excess of £700 million in 2008.

The Foundation is also responsible for building support for Fairtrade across society and for bringing together producers and consumers in a citizens' movement for change. The growing number of Fairtrade towns and cities, faith communities and schools and universities are a testament to the efforts of our grass-roots supporter networks.

In the UK, the Foundation employs over 90 staff across six distinct areas: Certification, Commercial Relations, Communications, Finance & Resources, Marketing and Producer Partnerships.

Job purpose

The mission of the HR team is to recruit, motivate and retain high calibre employees to enable the Fairtrade Foundation to achieve the broader organisational goals. The team is progressively scaling up to support the rest of the organisation in achieving the ambitious targets set out in its five-year strategy *Tipping the Balance*. The team currently comprises a Head of HR, an HR Manager and another HR Officer, who works part-time. The following job description is generic across the HR Officer roles to allow future flexibility in the allocation of responsibilities; the role-holders will be required to undertake work across the entire range of tasks at busy times and to ensure cover for absence in order to maintain service levels, but we anticipate that this role will take primary responsibility for officer-level tasks in the following areas:

- Recruitment and selection – interviewing for support level roles, administration, testing, placing advertisements, co-ordinating the calendar of organisational inductions
- Reward & benefits – handling day-to-day pay and benefits queries; preparing the monthly payroll instruction and liaising with the Foundation's external payroll agency; co-ordinating all changes to benefits (healthcare, pensions, Cyclescheme, etc.)
- Co-ordinating grievance and disciplinary processes

In addition, the following areas will be shared across the two HR Officer roles:

- Recruitment and selection – answering applicant queries, equal opportunities monitoring
- Day-to-day support and answering queries, including those by email to the shared HR inbox
- Conducting exit interviews
- Continuous improvement and review of HR procedures including contributing to the annual HR team plan
- Responsibility for implementation of small projects or elements of larger projects
- Maintaining and updating the HR sections of the Foundation's intranet and website
- HR administration, including references for current and outgoing staff and keeping filing and information on the Foundation's HR database up to date

While a general split of duties has been outlined, flexibility to undertake the full range of tasks is essential, (for example but not limited to) where workloads are high in particular areas or to cover annual leave or other absence, to maintain service levels

Key tasks – generic to both Officer roles

Recruitment and selection

1. Co-ordinating and administering all recruitment and selection campaigns, from agreeing timetables and placing adverts through to administering the new starter process including ownership of the induction calendar
2. Drafting job descriptions and recruitment advertisements for support-level roles in conjunction with relevant line managers
3. Support-level selection interviewing
4. Administering testing for selection processes at all levels
5. Responding to queries from applicants by telephone and via the Jobs email inbox
6. Equal opportunities data collection and monitoring

Employee relations

1. Providing day-to-day support and guidance to staff, escalating issues to the HR Manager where necessary

2. Logging annual leave requests from staff and responding to queries via the Annual Leave email inbox
3. Providing administration around special leave (e.g. maternity leave, time off for dependents, time off for public duties)
4. Logging sickness absence reports via the Sickness Absence email inbox and reporting on absence rates
5. Preparing occupational health referrals
6. Undertaking activities specified in the leavers checklist
7. Review and feeding back continuous improvements of HR policies and procedures

Grievances & disciplinaries

1. Co-ordination of grievance and disciplinary processes

Performance management and staff development

1. Co-ordinating the annual planning and review process for staff across the Foundation, including monitoring return of forms and reporting on this
2. Compiling an annual training needs analysis for the Foundation based on data collated from annual planning and review forms
3. Co-ordinating logistics for in-house training, including:
 - a. Identifying and agreeing dates with providers and employees, including receiving training request forms from staff and identifying and booking with suitable providers
 - b. Organising resources to support training events
 - c. Providing refreshments during training events
 - d. Acting as a point of contact between external training providers and staff
 - e. Collection of training evaluation data; reporting on this

Pay and benefits

1. Handling day-to-day pay and benefits queries
2. Preparing monthly payroll instruction to the Foundation's external payroll provider, including collating all changes and supporting documentation
3. Liaison with the Foundation's external payroll provider
4. Co-ordinating changes to benefits and other factors affecting payroll (joiners/leavers/changes), including Cyclescheme, Benenden healthcare, pensions, and union membership
5. Conducting monthly payroll checks in conjunction with the HR Manager

Strategy and projects

1. Contribute to the annual HR team plan
2. Take responsibility for smaller-scale HR projects or elements of larger projects

Systems and reporting

1. Production of regular reports on tasks falling within role remit (e.g. recruitment, staff numbers, training days)
2. Data entry and management for the Foundation's HR records and HR database (database to be implemented during 2010)

General

1. Maintaining and updating HR sections of the Foundation's intranet and website
2. HR administration, including references for current and outgoing staff and keeping filing and information on the Foundation's HR database up to date
3. Day-to-day support and answering queries from staff, including those by email to the shared HR inbox

Person specification – generic to both HR Officer roles

Essential

1. CIPD-qualified to Certificate in Personnel Practice level or equivalent knowledge through experience
2. Solid up-to-date knowledge of employment legislation at a level appropriate to the role
3. Experience of preparing and checking payroll instructions and administering benefits
4. Experience of co-ordinating and administering end-to-end recruitment and selection processes, including experience of interviewing and designing selection tests
5. Experience of providing first-line day-to-day HR support to staff and managers
6. Experience of providing effective administration across the full remit of HR tasks
7. Experience of co-ordinating training (including requests, bookings, logistics, feedback)
8. Experience of co-ordinating and supporting grievance and disciplinary proceedings
9. Experience of compiling and generating reports on HR data (e.g. absence, appraisal, training needs)
10. Proven high standard of numeracy
11. Good IT skills, particularly with Word, Excel and databases
12. Excellent written and verbal communication skills with excellent attention to detail
13. Proven ability to work on own initiative and prioritise effectively, achieving results against deadlines
14. The ability to work collaboratively as part of a small team

Desirable

15. Familiarity with specialist HR databases, including experience of generating reports
16. Basic skills and experience in project management
17. Knowledge of and commitment to Fairtrade and development issues

Review arrangements

The details contained in the job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Fairtrade Foundation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Terms and Conditions

Post:	HR Officer (part-time, 21 hours per week)
Location:	The Fairtrade Foundation, Ibex House, 42 – 47 Minories, London, EC3N 1DY or if required at another location or office to be able to carry out the duties of the post
Contract:	3-month fixed-term contract with possibility of permanent role
Visa requirements:	The Foundation does not currently have the ability to issue sponsorship certificates to individuals without the right to work in the UK
Salary:	£25,825 per annum, pro rata at first scale point in the range £25,825 - £28,149
Hours:	21 hours Monday to Wednesday, flexitime is worked around core hours of 10.30 to 16.00. Hours worked in agreement with your line manager. Overtime payments are not normally made although time off in lieu will normally be given where excess hours are worked Some travel may be involved in the UK and mainland Europe
Probation period:	All new appointments are subject to a probationary period of six months
Holidays:	The holiday leave year runs from 1 January - 31 December. Holiday entitlement for full-time employees is 25 days per annum, plus three days between Christmas and New Year (pro-rata for part-time employees) Holiday entitlement increases by five days after completion of five years continuous service by the beginning of the new Fairtrade Foundation leave year which runs from 1 January - 31 December
Pension:	Optional contributory pension scheme (sliding scale up to a maximum 6- 10% by employer, dependent on employee contribution from 1% - 5%)
Health care:	Corporate cover via Benenden Health is available to all staff
Training:	All staff have access to appropriate training

Season ticket/Bike loan:	An interest free season ticket or bike loan facility is available to all permanent staff
Home computers:	An interest free loan to purchase home computers is available to all permanent staff
Childcare vouchers:	The Fairtrade Foundation operates a childcare voucher salary sacrifice scheme whereby you can sacrifice some of your gross salary to buy vouchers for childcare. This can be financially valuable to you as you don't have to pay tax or National Insurance contributions on the value of the vouchers
Bike purchase scheme:	This is similar to the childcare voucher salary sacrifice scheme above, which offers employees the opportunity to make savings in respect of income tax and national insurance contributions on the cost of purchasing a bicycle to ride to work
Healthy lifestyle:	The Fairtrade Foundation will provide a basket of fresh and dried fruit at the office once a week
Access:	There is step free access to our third floor offices by way of a passenger lift
Smoking policy:	The Fairtrade Foundation has a non-smoking policy throughout the organisation
Equal Opportunities:	<p>The Fairtrade Foundation is an equal opportunities employer. We aim to ensure that no employee, job applicant, or volunteer receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, sex, sexual orientation, age, religious beliefs, marital status, family situation or disability</p> <p>Selection criteria and procedures will be regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and access to training (within the limited funds available)</p> <p>The Foundation is committed to making the policy effective and will bring it to the attention of all employees, applicants and volunteers. Anyone working with or for the Foundation is expected to abide by the spirit of this policy. A detailed implementation guide will be made available to anyone working for the Foundation in any capacity</p>

Application procedure

For more information please and an application form (CVs will not be accepted), please e-mail jobs@fairtrade.org.uk, or call 020 7405 5942.

Completed applications should be e-mailed to jobs@fairtrade.org.uk in Word or Rich Text Format or posted to:

Head of Human Resources

The Fairtrade Foundation

3rd Floor, Ibex House

42 – 47 Minorities

London, EC3N 1DY

While we are happy to accept email applications we cannot be responsible for the quality of copy obtained.

The deadline for applications is **Monday 1 February 2010 (10am at the latest)**. Late applications will not be accepted.

First round interviews will be held on **Monday 15 February 2010**

Second round interviews will be held on **Friday 19 February 2010** (we will contact successful applicants by **Friday 12 February 2010**).

If you have not heard from us by **Friday 12 February 2010**, then you have been unsuccessful on this occasion. We are sorry that we are unable to contact unsuccessful applicants due to the sheer volume of applications and limited resources.

However, thank you for your interest in working for the Fairtrade Foundation.