



## **Head of HR and Governance \***

Salary: £47,000 - £50,000 per annum, depending on experience.

Term: Permanent

Based: Hammersmith, London

Hours: 35 hours per week

Other benefits: pension, 30 days holiday, childcare vouchers

*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.*

### **About Advance**

Advance, established in 1998, is an award-winning innovative non-profit organisation supporting women and girls experiencing domestic abuse and those women in the criminal justice system, enabling them to live safe, violence-free and equal lives. We are at the forefront of developing whole-systems change services, establishing the first teams working within statutory settings to reach women and girls at police stations, hospitals, social care and probation services, and leading pan-London holistic, trauma-informed programmes.

We are a passionate and dedicated team who believe in empathy and respect, empowerment, collaboration and innovation. These qualities characterise our work with women and girls experiencing trauma, reaching over 3000 women and their children each year. The organisation has recently expanded its services, with annual income of £3.6m and over 80 staff working across London.

### **About the role**

This exciting Head of HR and Governance role will be leading Advance's approach to human resources and governance, facilitating empowerment and learning within Advance. The role will manage the HR officer and work closely with the management team on a daily basis, reporting to the CEO. The person needs to make a real impact from day one.

You will be leading in a number of key areas which include: salary budget management, payroll management, HR system and overseeing the full recruitment lifecycle. Other important areas that you will be leading include reviewing and writing policies, managing the implementation of new appraisal process, a new staff survey, delivering the team structures for new services and programmes, managing employment queries and cases, responsible for GDPR with the external consultant and governance on behalf of the trustees.

### **About you**

As an experienced Business Partner you will be expected to embed the culture and vision of



the new and improved HR service across your client groups. You will need strong stakeholder engagement skills, be able to make quick wins to help build effective relationships with stakeholders and managers, you will need to be able to work confidentially and be able to use your initiative.

### **To Apply**

If you have experience in the above and have a passion for working for a brilliant non-profit organisation, please **apply by 9 January 2019**.

Please complete a covering letter (no more than 2 pages) and an application form found on our website at [www.advancecharity.org.uk/work-for-us/](http://www.advancecharity.org.uk/work-for-us/) and submit them to [niki.s@advancecharity.org.uk](mailto:niki.s@advancecharity.org.uk)

Interviews will be held **on 15 January 2019**.

*Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, from BME backgrounds and the LBT community.*