



## HR Advisor

### Job Description

#### About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being network-driven, independent and evidence-based.

**Our vision** is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

Through our work and collaborations, we support agencies and individuals to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict-affected states.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their Mothers (MAMI), as well as our highly regarded international publication, Field Exchange.

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, government donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: [www.ennonline.net](http://www.ennonline.net).

#### Our People

ENN's team is made up of a range of technical experts in nutrition, with decades of collective experience, and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development.

We are proud that in our 2023 Employee Engagement Survey over 95% of our team said that they feel personally connected to ENN's overall purpose, they are clear about what they need to achieve in their objectives and that they are proud to tell people they work for ENN.

#### Terms and Conditions

- **Type of contract:** Permanent
- **Location:** We offer hybrid working with our Operations Team working from ENN's office in Kidlington, Oxfordshire on Tues/Weds/Thurs and from home on Mon/Fri.
- **Hours of work:** 30 hours (0.8 FTE) per week
- **Salary:** Circa £30,000 per annum (full-time equivalent), dependent on experience
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- **Holidays:** 25 days plus UK Public Holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum. Pro-rata for part-time staff.
- **Benefits:** Dental cover, Life cover, Employee Assistance Programme, Wellbeing contribution

#### Purpose of the role

This role exists to handle all HR administration and administer all HR processes, to include recruitment, onboarding and leaver processes, so they run smoothly and efficiently, as well as assisting the Human Resources Manager to shape and deliver the best people and culture practices, helping to maximise engagement, accountability and ensuring a positive employment life cycle for all employees. Assisting the Human Resources Manager, this is an exciting

opportunity to be part of the curation and roll out of new People initiatives to help mature the organisation and to support all employees to deliver their best work.

As HR Advisor, you will also be responsible for providing a first point of contact to the team, where you will deliver comprehensive advice and guidance to managers across the organisation, in a coaching style, as well as assisting the Human Resources Manager with any HR/Employee relations queries in a proactive manner.

You will build and maintain excellent professional relationships with internal and external stakeholders whilst administering the full life cycle of employees from onboarding to offboarding and maintaining accurate information, records and system information for the HR department.

Ideally, you will hold a CIPD Level 3 or 5 qualification, or have a keen interest in working towards this, and have experience working in a hybrid, high-volume HR support position within the third sector.

### **Key responsibilities**

- Providing first point of contact and advice to managers and staff on all aspects of HR management, employment law and implementation of ENN policies and procedures, escalating to the HRM when appropriate
- Establishing and maintaining positive business partnerships with other functions to evolve the HR function and positively build upon ENN's culture
- Collaborate on and then administer new culture and people initiatives to include the administrative roll out of wellbeing programs, salary benchmarking submissions, social events, policy management and revised processes such as the onboarding and off boarding processes
- Administer and bring to completion the organisation's performance review process as well as other ad hoc people projects such as in house training
- Administer all steps of the employee life cycle from onboarding to offboarding
- Lead on recruitment processes, in coordination with Hiring Managers, to prepare job descriptions and adverts, shortlisting of applicants, setting up candidate interviews/tests and completion of due diligence checks on appointment
- Arrange and administer inductions for new starters, ensuring essential training is completed, and offboarding process for leavers
- Monitor that all absences are recorded on ENN's HRIS, following up with employees and managers for required paperwork and that return to work interviews are completed
- Maintaining all administration and records accurately and keeping all systems up to date (org charts, HRIS, Staff Folders) in compliance with GDPR and other statutory requirements, assisting with internal data audits
- Preparation of HR documentation and general administration, to include preparation of contracts, new starter forms and data for inclusion in quarterly HR reports for the Management Team and Board
- Administering annual renewal of benefits schemes, including team communications, providing first point of contact for queries and recommendations for improvements
- Liaise with Finance to manage monthly payroll amendments
- Other duties as identified by the Human Resource Manager.

**Reporting line:** Human Resources Manager

### **Person Specification**

#### ***Essential requirements***

- Proven HR generalist experience and has previously worked in a senior HR administrative or HR advisory role
- Experience of administering HR systems
- Excellent personal and professional integrity, discretion and diplomacy, good cross-cultural awareness
- A commercial mindset, balancing the needs of our team with the needs of the organisation
- Excellent communication and written skills
- Strong attention to detail
- Ability to prioritise and independently manage a varied workload and deadlines

- Highly organised with a structured approach to workload
- Flexible and willing to take on new areas of work and responsibilities, supporting colleagues where needed
- Strong experience coordinating recruitment and onboarding processes
- Motivated to use initiative and innovate, with a solutions-focused approach to problem solving

***Desirable***

- CIPD qualified or working towards (Level 3 or 5)
- Experience working in small and medium sized organisations
- Experience working in the not-for-profit Sector
- An understanding of new HR trends, with particular regards to wellbeing programs and diversity and inclusion initiatives

**Eligibility to work**

The successful applicant will be required to demonstrate they have the Right to Work in the UK. This includes evidencing a UK NI number and that they are a UK tax resident. A Certificate of Sponsorship and relocation package are not available for this position.

ENN is committed to diversity and inclusion, and to building a culture where every team member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

**Application Process**

Please submit a Cover Letter (no more than one page which explains why you are interested in the role and how your experience satisfies the Person Specification) along with your CV to [recruitment@enonline.net](mailto:recruitment@enonline.net) no later than 23:59 hrs on **\*Wednesday 29<sup>th</sup> January 2025\***.

**\*Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified.**

**Please include your preferred working pattern details in your application.**