**Job Title: Part-Time HR Project Advisor**

**Organization:** Access - The Foundation for Social Investment

**Position Type:** Part-Time Contract (approx. 2-3 days per week) for 6 months

**Location:** Remote

**About Access:** Access – the Foundation for Social Investment works to make sure that charities and social enterprises can access the finance they need to sustain or grow their impact.

Our team of 15 staff and 10 trustees has grown over the last year. In the last six months we have undertaken both a staff survey and governance review, both of which were positive, and generated helpful suggestions to further develop the organisation. From these we have developed an action plan with a number of specific projects in HR, governance support and operations. We are looking for someone to take these forward and develop frameworks and approaches in these areas which we can then maintain.

**Position Overview:** Access is seeking a Part-Time HR Project Advisor to join our team for a 6-month period. Reporting to the director of Finance and Operations, this role will focus on a series of specific projects in the areas outlined below. The role can be based remotely and with time with the team in the London offices as an option.

**Key Responsibilities:**

**HR Projects:**

* Deliver a solution to integrate 360-degree appraisals as part of the annual review process, including shortlisting and recommending a relevant tool/application.
* Update our flexible working policy, taking input from across the team, sector best-practice and peer organisations.
* Coordinate a pay structure review and identify any anomalies based on pay gap analysis, utilizing appropriate tools and methodologies.
* Develop an approach to pay gap analysis and reporting externally, ensuring relevance, openness, proportionality, and sensibility.
* Review and refresh the Learning and Development policy informed by feedback from staff surveys, addressing cost and time budget, and exploring opportunities to share internal knowledge/expertise where appropriate.

**Governance:**

* With board members, define priorities for trustee training, particularly around Equality, Diversity, and Inclusion (ED&I) and other relevant topics.
* Ensure a cycle of trustee 1:1s with the chair, incorporating personal objectives/goals for trustees.
* Facilitate a trustee skills/experience audit in alignment with the organization's strategy refresh.

**Qualifications and Skills:**

* Previous experience in HR management or advisory roles, preferably within the voluntary sector.
* Strong knowledge of employment law and HR best practices.
* Excellent communication and interpersonal skills, with the ability to build effective working relationships at all levels of the organization.
* Proven ability to work independently and manage multiple priorities within a fast-paced environment.
* CIPD qualification or equivalent is desirable but not essential.

**How to Apply:** To apply, please submit your CV and a covering letter outlining your suitability for the position to [simon.cottee@access-si.org.uk](mailto:simon.cottee@access-si.org.uk)

**Deadline for Applications:** Applications will be reviewed on a rolling basis, until we find the right candidate.

Access is an equal opportunities employer and welcomes applications from all sections of the community. We are committed to diversity and inclusion in our workforce