



Impetus



HR Officer - Information Pack

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the [organisation](#) and our [values](#)
- Information about the [team](#) and the [role](#)
- The [job description](#) – key responsibilities and person specification
- Our commitment to [equality, diversity and inclusion](#)
- [Terms and conditions](#) and [benefits](#) of working for Impetus
- Details on the [application and recruitment process](#)

The closing date for receipt of completed applications is 9am Monday 24 February 2025.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact recruitment@impetus.org.uk or contact Katherine Holdway, HR and Learning Manager, katherine.holdway@impetus.org.uk.



About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising organisations working with these young people, providing core funding and working shoulder-to-shoulder with their leaders over the long term to help them become stronger.

At Impetus we focus on the critical factors that influence the education and employment outcomes for disadvantaged young people in the UK, working with organisations that have the potential for impact at scale, helping their leaders to deliver lifechanging, benchmark beating, sustained outcomes.

We provide them with the funding and the tools to grow and deliver on their promises to the young people they serve. We also seek to influence government and the wider sector to back effective support for young people and invest with other like-minded organisations to tackle the most difficult and under-supported challenges.

We are resolutely focused on outcomes and impact, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.

Impetus is a registered charity and our charity number is 1152262.



Our Values

In 2022 the Impetus staff agreed the following set of Values to act as our guiding principles as an organisation, and help us to remain focused on achieving our mission to support young people from disadvantaged backgrounds.

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.



About the team

This is an important role based in a busy Operations team which covers office management, information technology, finance and human resources. The team play a key role in supporting the organisation to achieve its mission of supporting young people from disadvantaged backgrounds to succeed.

The Operations team comprises the Director of Finance and Operations, HR and Learning Manager, Head of Finance, the Finance and Operations Assistant and a part time Administrator. Payroll and IT support are outsourced.

About this role

This is an exciting opportunity for an HR Officer with an interest in the charity sector to develop their career and play a key role in supporting and developing Impetus' HR function.

The HR Officer is a new role which will work closely with the HR and Learning Manager to provide a high quality, compliant and responsive HR service. A key focus will be to support colleagues, promote a positive organisational culture and make Impetus a great place to work.

As well as being responsible for the smooth running and management of day-to-day HR operations and administration, you will collaborate with employees across the organisation and support them with planning and managing HR activities throughout the employee lifecycle (recruitment and selection, performance management, learning and development etc.). Additionally, you will have the opportunity to support the HR and Learning Manager with the development and implementation of HR initiatives and projects aligned with organisational needs and priorities. This will include maximising the effectiveness of our HR system and contributing to key organisational projects on Equality, Diversity and Inclusion (EDI) and competency frameworks.

We are looking for an enthusiastic HR professional with experience of working in an HR Administrator/Assistant/Officer role and a good understanding of HR best practice, employment law and compliance. You will be able to demonstrate an interest in Impetus' work and commitment to EDI, alongside excellent communication and people skills, strong organisational and IT skills and a high level of attention to detail.

This is an exciting time to join our growing organisation and help us to achieve our mission of improving the lives of children from disadvantaged backgrounds.



Overview

Title:	HR Officer
Team:	Operations
Reports to:	HR and Learning Manager
Direct reports:	n/a
Salary:	£33,830 per annum plus benefits
Contract:	Permanent
Working hours:	Full time (37.5 hours per week) or part time (we are happy to consider requests for part time hours)*
Location:	Hybrid working - at least two days per week in the Impetus office (currently based in Charing Cross, Central London). We may ask you to come to the office three days per week during the first three months to help set you up well for success - ensuring you get the support you need to thrive. In addition to this, all staff are expected to attend regular Impetus in person events. These include staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working
Starting date:	As soon as possible

*We recognise the importance of a good work / life balance. We do everything we can to accommodate flexible working, including working from home, working part-time, job shares and other arrangements. Please let us know in your application or at any stage throughout the process (and beyond) if these are options you would like to explore.



Key responsibilities

1. Recruitment and Selection

- Support recruitment campaigns, including working with hiring managers to draft job descriptions, create and post advertisements, managing candidate communications and liaise with recruitment agencies where required.
- Oversee the planning and administration of recruitment processes, including devising timelines, coordinating and arranging interviews, facilitating selection assessments, managing candidate records.
- Participate in selection processes where required including shortlisting and interviews, providing appropriate advice and guidance to recruiting managers.
- Conduct pre-employment checks, including right-to-work verifications and references.
- Maintain accurate recruitment and equal opportunities monitoring data.

2. HR Administration and Support

- Maintain and update the HR system (PeopleHR) and other HR records, ensuring employee records are accurate and compliant with GDPR.
- Support with the onboarding of new employees; preparing and issuing employment offers and contracts ensuring compliance with employment law and organisational policies, gathering new starter documentation, setting up on the HR system (PeopleHR) and overseeing induction planning and activities.
- Support with the offboarding of leavers including calculating final annual leave entitlements, updating HR and payroll records and issuing leaving letters.
- Support with the processing of contractual and other changes, ensuring that systems and records are accurately updated, and relevant letters are issued (change in working hours, contract extensions, salary updates, absence management etc.) Support the monthly payroll process by preparing and checking accurate HR data for submission.
- Support the administration of the organisation's pension scheme, ensuring records are accurate and compliant with Pension Regulations liaising with the HR and Learning Manager, pension and payroll providers as needed.
- Ensure accurate and timely submission of statutory reports, and other national reporting requirements.
- Support with the administration of Impetus benefits, liaising with providers, updating information, communicating with staff.
- Ensure all HR documentation, including contracts and policies, is up-to-date and accessible.



3. Employee Relations and Engagement

- Be the first point of contact for HR queries, escalating more complex queries to the HR and Learning Manager.
- Respond to employee queries in line with Impetus policies and procedures and employment legislation.
- Support the HR and Learning Manager with effective internal HR communications through updating and maintaining content on our PeopleHR system and providing regular updates through internal staff forums such as newsletters, staff meetings.
- Coordinate the quarterly and annual staff survey, ensuring timely distribution and response tracking.
- Analyse survey results and prepare reports to identify trends and areas for improvement.
- Work with the HR and Learning Manager to develop and implement action plans based on survey findings.
- Promote, support and input to the planning on staff engagement initiatives that align with Impetus' values and priorities (townhall, away days and events).

4. Performance Management and Learning and Development Support

- Support the HR and Learning management with the administration of Impetus' performance management processes, including monitoring employee probation periods, facilitating the annual appraisal processes, collating reviews, maintaining records and communicating with managers regarding upcoming reviews.
- Assist in coordinating learning and development activities, including booking training sessions, maintaining training records, providing logistical support for in-house training sessions and workshops.
- Support the HR and Learning Manager in implementing the organisational learning plan.
- Monitor and evaluate training effectiveness through feedback and reporting.

5. HR project and initiatives

- Support the HR and Learning Manager with the administration and delivery of specific HR projects and initiatives when required:
 - HR System improvements
 - Equality, diversity and inclusion
 - Pay/reward/competencies
 - Policy and procedure reviews

This is a new role with the opportunity to work closely with the HR and Learning Manager to develop and contribute to projects/work aligned with organisational needs and priorities.

Person specification

Essential skills and experience

- Previous experience in an HR administration or officer role, with knowledge of core HR practices and processes such as recruitment and employee records management.
- Knowledge and understanding of HR best practice, employment law and compliance requirements, including GDPR.
- Strong organisational skills, with the ability to manage multiple priorities effectively.
- High level of accuracy and attention to detail.
- Excellent written and verbal communication skills with the ability to confidently communicate policies and procedures to staff and managers and to produce formal letters, reports etc.
- Excellent interpersonal skills, with the ability to work collaboratively across teams building strong working relationships.
- Ability to and deal with sensitive matters with empathy, tact, diplomacy and discretion.
- Proficiency in using HR systems (e.g. PeopleHR) and Microsoft Office applications.
- A commitment to Impetus' mission.
- A commitment to equality, diversity and inclusion.

Desirable

- CIPD qualification Level 3 or above or working towards one.
- Knowledge of the charity or non-profit sector.



Our commitment to equity, diversity and inclusion

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

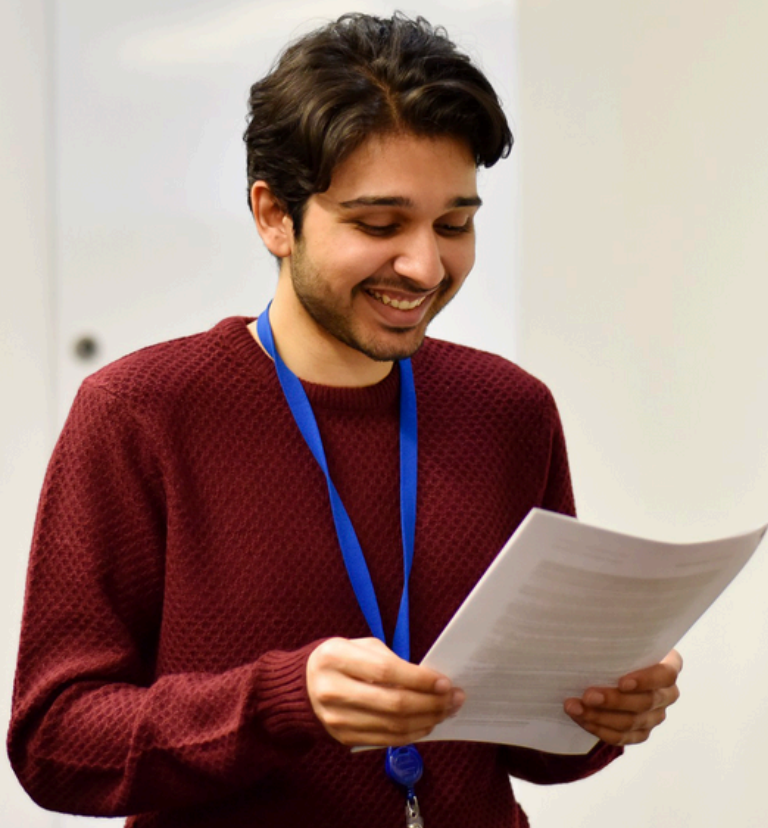
We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.



How to apply

Please click [here](#) to apply.

You will need to:

- **Complete the online form (including the equal opportunities monitoring form)**
- **Upload a comprehensive CV and supporting statement**

The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

The deadline for applications is 9am Monday 24 February 2025.

Interviews

First round interviews will take place: Wednesday 5 March 2025.

Second round interviews will take place: Wednesday 12 March 2025.

You will also be required to provide proof of your eligibility to work in the UK.

Personal Data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.



Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of ways. The tables below detail some of the support provided:

Financial support

Benefit	Detail	Eligibility
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution	All staff eligible
Death in service	Four times salary	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Reimburse for the cost of eye examination up to the value of £25 per annum	All staff eligible
BHN Extras	Staff discount site offering special perks for employees	All staff eligible
Cycle to work scheme	Staff save up to 42% on a new bike, e-bike and cycling accessories through this salary sacrifice benefit and can spread the cost of their bike and accessories interest-free over 12 months	All staff eligible
Home and Tech Scheme	Staff save up to 8% on home and tech products at Currys and IKEA, through this salary sacrifice benefit and can spread the cost interest-free over 12 months	All staff eligible

Work life balance

Benefit	Detail	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Flexible bank holidays. Staff can choose to work on five of the UK bank holidays and use their annual leave on alternative days (with the exception of those bank holidays that fall during Christmas Closure)	
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
	Birthday leave – staff can take a day of leave on their birthday (or the closest available working day if it falls on a bank holiday or weekend)	
	After three years service staff will receive an additional two days annual leave (pro rata). Total entitlement 30 days per year	Staff with three years service
Sick pay (OSP)	Occupational sick pay (OSP) – Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment	All staff eligible subject to statutory requirements
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family)

Work life balance

Benefit	Detail	Eligibility
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)



Work life balance

Benefit	Detail	Eligibility
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible

Work life balance

Benefit	Detail	Eligibility
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Health Assured provides a comprehensive employee support service which includes a 24/7 confidential helpline, counselling and bereavement support, financial, legal and medical information, Wisdom Mobile App and online resources	All staff eligible

Professional Development

Benefit	Detail	Eligibility
Learning and development	A range of organisational and individual training and development opportunities Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

