



The Brilliant Club

Recruitment Pack

HR Advisor

August 2024



Registered Limited Company: 07986971

Registered Charity: 1147771 (England and Wales), SC048774 (Scotland)

Registered Office: Fivefields, 8-10 Grosvenor Gardens, London, SW1W 0DH

HR Advisor

Start Date: ASAP – October 2024

Salary: Senior Officer Grade So1 – £36,000 (plus £2,000 London weighting for those living in London and within the M25).

Contract Type: Full-time and Permanent

About the role

The HR Advisor will serve as the primary point of contact for all operational HR matters at The Brilliant Club. This role is crucial in delivering an inclusive and people-focused HR service across the organisation, aligning with our values and strategic objectives. Working closely with the HR Director, the HR Advisor will manage the administration associated with the employee lifecycle, from recruitment to offboarding, and provide first-line support for employee relations issues, including performance management and flexible working. The HR Advisor will also be responsible for managing the HR system Personio, ensuring accurate data entry and reporting. Additionally, the HR Advisor will engage in project work to support strategic initiatives led by the HR Director. The role requires excellent relationship-building, listening, and communication skills to effectively engage with employees and stakeholders at all levels.

About you

This role is ideal for an experienced HR professional who is eager to grow and develop their career in a dynamic environment. It suits someone who is passionate about embedding good practice in a small to mid-sized charity and who is motivated to make the role their own. The successful candidate will have the opportunity to offer fresh insights into improving and enhancing team efficiencies and will be instrumental in driving positive change within the organisation. This position provides a unique platform for an individual to contribute to meaningful projects whilst advancing their own professional journey.

- Essential – Experience in an HR generalist role
- Essential – Experience of advising on HR policy
- Essential – Experience of researching employment legislation and advising managers
- Essential – Excellent written and verbal communication
- Desirable – Experience of working in the education sector
- Desirable – Project management experience
- Essential – adhere to information security policies included in the charity's ISO 27001 manual and complete information security training
- Has a demonstrable passion for furthering The Brilliant Club's mission



About The Brilliant Club

What we do

Access to higher education and the life-changing opportunities that come from attending the most competitive universities is not equal. 28 in 100 of the most advantaged students progress to the most competitive universities. In contrast, only 2 in 100 of the least advantaged young people access these universities.

We think this is fundamentally unfair. We work across the UK to support less advantaged students to access the most competitive universities, and to succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We will also support 10,000 students from disadvantaged backgrounds to succeed once they enter universities.

We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

Working for us

- Hours: 37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required.
- Benefits include: 36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days, employer contribution to pension, interest-free season ticket loan, five professional development day allowance, BUPA health cover cash plan.
- We're happy to talk flexible working. We have offices in Birmingham, Cardiff, Leeds and London.
- After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least one day per week. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation.

Our values

The Brilliant Club has three core values that underpin how we work. We look for people who share these values:

- We get to a solution
- We seek and act on the best data available
- We understand that little things go a long way



“As the first in my family to go to university and having worked as a teacher in a state school, I applied to join The Brilliant Club with a real passion for the charity’s mission. I am grateful every day that I work at a charity that is supportive of both professional development and flexible working, as well as being full of kind and passionate colleagues.”

Leanne, Chief Operating Officer

Diversity at The Brilliant Club

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there. We think it is important that our charity reflects the lived experience of the communities we work with, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian, and Minority Ethnic, Lesbian, Gay, Bi, Trans, Non-binary (LGBTQ+) candidates, and candidates from low-income families.



“We are the Diversity and Inclusion Staff Engagement Leads at The Brilliant Club. Our role is to help make the charity an inclusive working environment for all of our colleagues. We work with our amazing [affinity groups](#) and colleagues in HR to ensure everyone at the charity has a sense of belonging.”



Keasha and Mano - Diversity and Inclusion Staff Engagement Leads

Safeguarding

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the charity from harm. The safety and welfare of everyone affected by the charity’s activities, especially children, is a key governance priority.

As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.



Responsibilities

- **First Line of Contact:** Act as the initial point of contact for employees on operational HR matters, providing advice on HR policies, practices, and employment law to ensure consistent application across the organisation.
- **Employee Lifecycle Management:** Oversee recruitment, onboarding, variations in contractual terms, and leaver processes, ensuring seamless and accurate HR administration.
- **Policy Development and Implementation:** Assist the HR Director in identifying, creating, and implementing HR policies and procedures that reflect best practices, align with employment law, and support organisational values.
- **Manager Support and Development:** Support the HR Director in coaching and advising line managers on employee relations issues, including performance management, capability, disciplinary, grievance issues, and absence management.
- **Project Work:** Collaborate with the HR Director on strategic initiatives and lead HR projects related to EDI, Wellbeing, and other organisational priorities.
- **Data Analysis and Reporting:** Analyse and report on key HR metrics to support decision-making and strategic planning. Use data to identify trends and provide insights that help improve HR processes and initiatives.
- **Data Reporting and Management:** Lead on data reporting and manage EDI statistics to support the organisation's diversity and inclusion objectives.
- **Stakeholder Engagement:** Build strong relationships with internal stakeholders, using organisational systems to maintain regular communication and manage sensitive issues with discretion.
- **Team Collaboration:** Work collaboratively within the HR team, sharing knowledge and supporting colleagues to enhance HR service delivery.
- Across the charity we all pitch in to help different teams and areas of work. This may mean you attend and support with the delivery of other teams' activities and events. From time to time, you may also work with another team for a fixed period of time, or collaborate on a project to ensure we deliver for the young people we serve. We think this is a good way to gain experiences in different areas of the organisation and enhance your professional skills.

Person specification

Internal Stakeholder Knowledge and Management

- **Sensitivity and Discretion:** Demonstrates a strong understanding of the nuances and sensitivities involved in managing internal stakeholder relationships. Handles delicate matters with discretion and escalates issues confidently and confidentially to the appropriate channels when necessary.
- **Stakeholder Engagement:** Maintains an in-depth understanding of key internal stakeholders, including their needs, expectations, and how the organisation collaborates with them. Utilises this knowledge to foster positive relationships and enhance internal communication and cooperation.

Communication

- **Audience Adaptation:** Tailors the content, tone, and delivery of communications to suit a variety of internal audiences, ensuring that messages are effective and well-received across different teams and departments.
- **Clarity and Effectiveness:** Simplifies complex concepts and presents them clearly and concisely. Ensures that critical information is communicated beyond the immediate team to all relevant parties, facilitating understanding and informed decision-making.

Initiative and Problem Solving

- **Risk Identification:** Proactively identifies potential risks to projects and activities, considering the broader organisational context and sensitivities involved in decision-making. Uses this insight to mitigate risks effectively.
- **Continuous Improvement:** Leverages lessons learned from internal examples to enhance risk management practices and problem-solving techniques. Demonstrates a commitment to improving processes and outcomes through reflective learning.

Time and Resource Management

- **Project Planning and Execution:** Develops comprehensive plans for projects using appropriate project management tools and methodologies. Efficiently manages resources and timelines to ensure successful delivery of organisational projects.
- **Efficiency:** Prioritises tasks and allocates resources effectively to meet project deadlines and organisational goals, demonstrating strong organisational and time-management skills.

Developing Self and Others

- **Staff Development:** Actively supports the professional and personal development of team members by identifying strengths and areas for improvement. Recommends and facilitates relevant training and development opportunities to enhance team capabilities.
- **Self-Improvement:** Pursues continuous personal growth and professional development to stay current with HR trends, policies, and best practices.

Technical Skills

- **HR Expertise:** Possesses experience as an HR generalist, with a solid track record in advising on HR policies and employment legislation. Applies deep knowledge of HR practices to provide accurate and effective guidance to employees and management.
- **Safer Recruitment Practices:** Demonstrates an understanding of the complexities and legal requirements associated with safer recruitment practices, particularly for roles involving children.
- **Policy and Legislation Knowledge:** Stays informed about changes in employment laws and HR best practices, ensuring that advice and recommendations align with current legal requirements and organisational policies.
- **Data Management and Reporting:** Collects, analyses, and reports HR data, including gender pay gap analysis and other key metrics. Utilises data insights to support strategic decision-making and ensure compliance with reporting requirements.

What comes next

To apply: Please submit your application by clicking [here](#). As part of your application, you will be asked to submit your CV and complete the answers to some application questions.

Deadline: 9am on Monday 9 September 2024

Interviews: First Round: 12-13 September. Second Round: 17 September.

For more information: Visit our [website](#) or call Anna Aleksandrowicz on 07581 479 333.

Our Year in Numbers

