Onside work with over 5,500 people each year to ensure that vulnerable people are treated fairly and with respect and their views, wishes and needs are taken in to account in decisions affecting their lives. Onside aims to strengthen communities, reduce loneliness, give people a voice, and empower individuals to make positive choices

**Are you determined to make a difference, looking for a new challenge, and enjoy working in a dynamic and fast paced environment?**

If you want to work for an organisation that strives to support and empower people to live the very best life possible this could be the opportunity for you.

**We are looking for a motivated, enthusiastic and experienced person to be a**

**HR Advisor**

**Salary £22,000 to £25,000 pro rata**

**30 hours per week**

You will be part of our dynamic and passionate team providing a warm, friendly and professional HR service to Onside’s team of 100+ staff. You will use your knowledge and experience of employment legislation and best practise to deliver effective and accurate advice and support, meeting the needs of a growing organisation. Many staff work remotely across Worcestershire and Herefordshire, so your approach and communication style will need to be flexible and responsive. You should be able to build effective relationships across all levels of the organisation, tailoring your support appropriately.

You will have demonstrable previous experience in a similar role within a fast paced and dynamic organisation. You will have a good understanding of employment legislation and best practice approaches to all HR related issues and administrative processes. A strong commitment to working as part of a team is essential, along with the ability to connect and engage with people in a professional and empathetic way.

You should also have excellent communication skills, strong planning and organisational skills with a flexible, creative and positive approach to your work.

You will be part of an organisation that is committed to providing a high quality service and valuing and supporting its employees and the local community.

If you feel excited by this opportunity, we’d love to hear from you.

Closing date for receipt of completed application forms: **12 noon Thursday 1st October 2020**

Interviews to take place: **W/c 5th October 2020**

**For an application form contact Emma Powell on 01905 27525**

**Email: recruitment@onside-advocacy.org.uk**

**For an informal discussion contact Emma Thompson on 01905 27525**