

**HR Advisor**  
**Full-Time, Permanent**  
**Salary: £36,087 per annum**  
**Central London**

I CAN is the leading children's communications charity in the UK. Communication is crucial. The key fundamental life skill for children is the ability to communicate. It directly impacts on their ability to learn, to develop friendships and their overall chances in life.

I CAN is an £8m turnover charity employing 180-200 staff across three main sites in central London, Surrey and the East Midlands, as well as a range of home workers. We run two Ofsted outstanding special schools, deliver a range of speech and language communications programmes, develop and distribute support to children with delayed language in schools, children's centres and nurseries, manage The Communication Trust consortium of over 50 children's charities and deliver parental support initiatives such as our Enquiry Line.

This is a maternity cover position for a period of 12 months and will operate as part of a team of two HR Advisors, where your role will be to offer support and professional advice to managers and staff on all areas of human resource management.

Reporting to the Director of Corporate Services, who is also a qualified HR practitioner, your workload will be varied and interesting and will involve coaching and supporting line managers on a range of staff management issues, supporting recruitment campaigns, overseeing the administration of the outsourced payroll, delivering training interventions around line manager and personal development skills and supporting the Director to deliver HR improvement activities and projects.

To undertake this role, you will need to demonstrate:

- Experience of an HR generalist role. This could be as an HR Advisor or on delivering HR advisory services as part of a shared services team.
- CIPD qualification or be qualified through experience.
- A good working knowledge of employment law in England.
- Some experience on improving HR services.
- Experience in one or more of the following: learning and development, pay and benefits, recruitment, payroll administration/liaison, HR management information, volunteer development, employee relations and/or HR policy development.
- Experience of operating in a setting which values business partnering and an understanding of how this operates and the value it can add.
- Strong numeracy and communication skills, along with the ability to manage a busy workload.
- Willingness to travel occasionally to attend networking events and meet with key managers and members of staff.

Are you interested? Then take a look at our candidate pack before you decide. This informs you why I CAN exists, what we do, why we think this is a great place to work, what we can offer you and what our corporate and people plans are for the year ahead. To apply, please send an up-to-date CV, along with a supporting statement outlining how you meet the person specification and what additional value you offer that is relevant to the post. We will be shortlisting against criteria so do ensure you offer clear evidence. Completed applications should be sent to Steve Williams, Director of Corporate Services, at [jobs@ican.org.uk](mailto:jobs@ican.org.uk) by 12pm on 4<sup>th</sup> October 2019. Interviews are scheduled to take place week beginning 7<sup>th</sup> October 2019.

**We are happy to consider applications from experienced candidates to work four days a week.**