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Organisation

One Team

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## HR Adviser

**Salary:** £31,893 to £35,919 pro rata, depending on skills and experience

**Contract:** Permanent, Part-Time (25 hours/week)

**Location:** Hybrid (min. 2 days/week in our Ashford office)

**Reports to:** HR & Training Manager

### Job Purpose:

- To provide advice and guidance to line managers within CXK on all HR matters
- To ensure delivery of the HR service to line managers is in line with good practice and procedures
- To support the HR & Training Manager with internal HR projects

### Main duties and responsibilities:

- Working closely with all departments across CXK, assisting line managers to understand and implement policies and procedures.
- Case manage specific Employee Relations cases with the relevant line manager from inception to conclusion as assigned by the HR & Training Manager.
- Provide support to line managers in ER meetings e.g. investigation, disciplinary, grievance performance etc.
- Promote equality and diversity as part of the culture of CXK.
- Oversee all aspects of recruitment activity to include identifying creative opportunities to enhance candidate attraction
- Assist with recruitment selection when required as part of the interview panel
- Identify and escalate to the relevant Director and HR & Training Manager any risks of potential HR litigation to CXK.
- Maintain a high level of customer service and professionalism when dealing with line managers.
- Maintain integrity of the HR system and HR records by accurate recording of employee information/changes.
- Review and recommend changes to HR policies/procedures
- Assist the HR & Training Manager with keeping the HR guidelines and template letters (absence, discipline, grievance, performance etc.) and other key policies and documentation up to date.

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- Support the HR & Training Manager with the continuous development and improvement of the HR department
- Specified HR Project responsibilities.
- Support the HR & Training Manager in developing a blended approach of training techniques including classroom sessions, coaching and e-learning.
- Plan and sometimes delivering training, including new staff inductions
- Build relationships with external training providers.
- Maintain a keen understanding of training trends, development and best practices
- Maintain HR knowledge and application of that knowledge through regular CPD activities including attending regular line manager review, appraisals and check-ins and planning own training and development needs.

**All appointees will be subject to a standard DBS Check.**

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## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
CIPD level 5 (or equivalent level of knowledge and experience) achieved or working towards	X	
Maths and English GCSE grade C/4 or above (or equivalent)	X	
Mental Health First Aider		X
A commitment to undertake all necessary training for the role	X	
<b>Knowledge and Experience</b>		
Recent relevant experience working as a HR Adviser or as a HR Administrator where advising line managers is a high proportion of your role.	X	
Experience of working in the Charity sector.		X
Good practical working knowledge of employment law and ACAS Codes of Practice.	X	
Proficient in MS Office; experience in using an HRIS desirable.	X	
Proven experience of coaching skills and effective ability to influence change.	X	
Proven experience in carrying out administrative duties and meeting deadlines.	X	
<b>Personal Skills and Attributes</b>		
High level of organisational skills, efficient and results orientated with good time management.	X	

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Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation.	X	
Ability to build effective and professional working relationships with Line Managers.	X	
Ability to effectively reflect on and evaluate performance in light of feedback. Resilient with a proactive positive outlook.	X	
Trustworthy and honest. Can be relied upon to work with integrity to support the wider team's success.	X	
Excellent oral and written communication skills.	X	
Ability to analyse, interpret and explain employment law.	X	
Flexible and adaptable	X	
<b>Other</b>		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to a DBS check.	X	

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