



Essex
Wildlife Trust

HR Advisor

We have an opportunity for a suitably qualified people professional to join our People and Culture team at Essex Wildlife Trust.

About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We are proudly one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Abbotts Hall is Essex Wildlife Trust's head office, situated on a beautiful 700-acre nature reserve on the Blackwater Estuary.

Our values are [Impactful](#), [Collaborative](#), [United](#) and [Proactive](#).

The Role

The post holder will work closely with the Senior Business Partner – People and will have the opportunity to deliver generalist HR work, where no two days are the same.

The role is as varied and diverse as the Trust itself, and there is an expectation that this role will operate as an essential support to the Senior practitioner; for example: responding to opportunities to engage with HR policy management; supporting HR project work which includes transformation/change programmes; role modelling the culture and standards of Essex Wildlife Trust to ensure consistency and unity in culture; using initiative and being proactive to drive best practice and a culture of continuous improvement not solely in the People and Culture function, but across the Trust, and with colleagues across the federation of Wildlife Trusts.





The role will ensure the smooth operation of HR processes across the Trust, and will provide a comprehensive advice and support service, contributing to fostering a positive workplace culture that enables the Trust to achieve its mission of protecting wildlife and inspiring people to take action for nature. The role will be responsible for delivering on recruitment, selection, onboarding, employee lifecycle support at all stages, supporting the monthly payroll, maintaining the HRIS and associated modules (recruitment, talent, workforce management, performance and learning) and leading/support on ad-hoc HR project work.

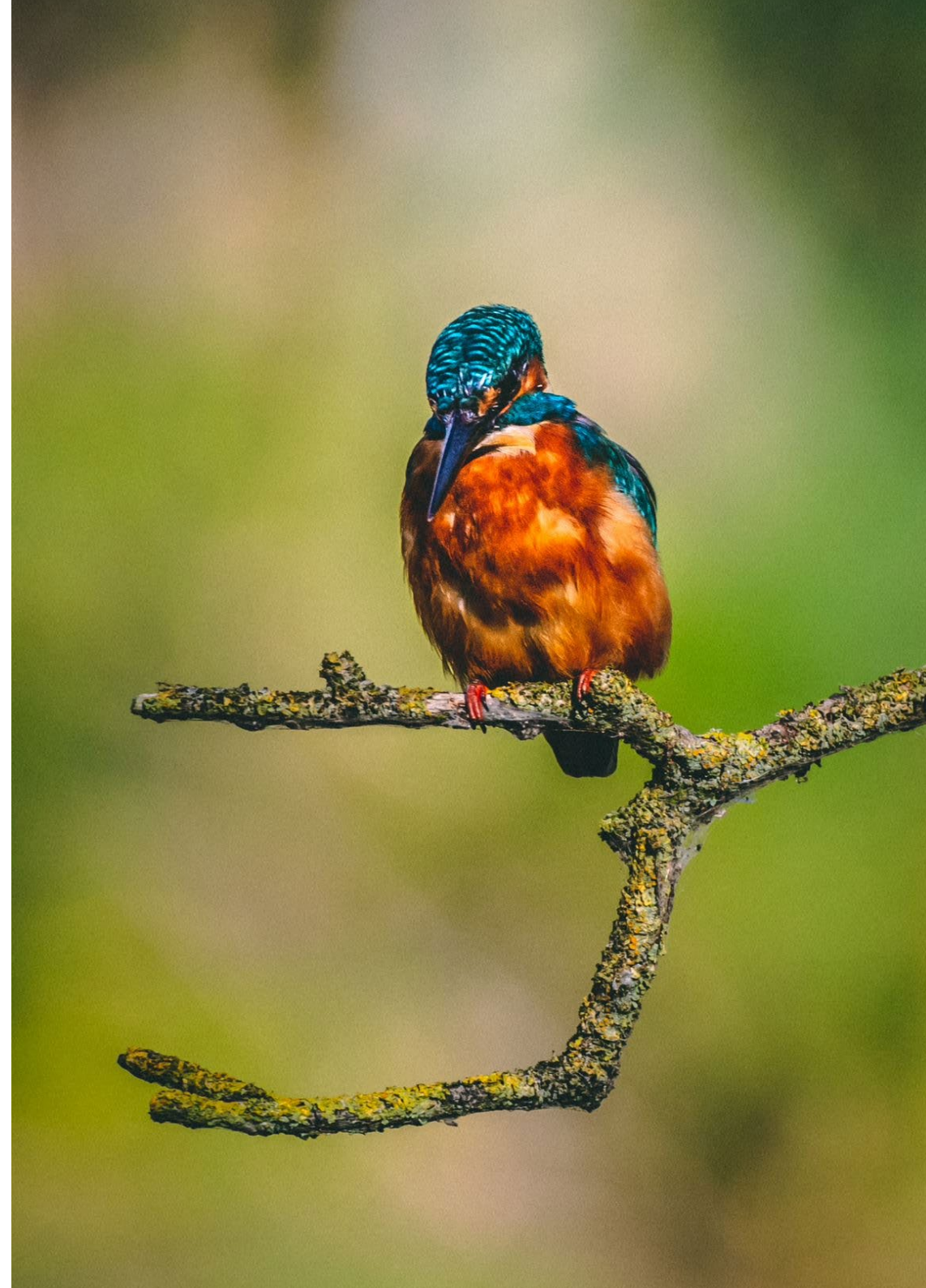
The post holder will support the Trust to attract, develop and retain the best talent by instilling a culture of high performance and continual improvement, delivering high impact and developing the individual and collective expertise to become an employer of choice and align with the scale of future demands.

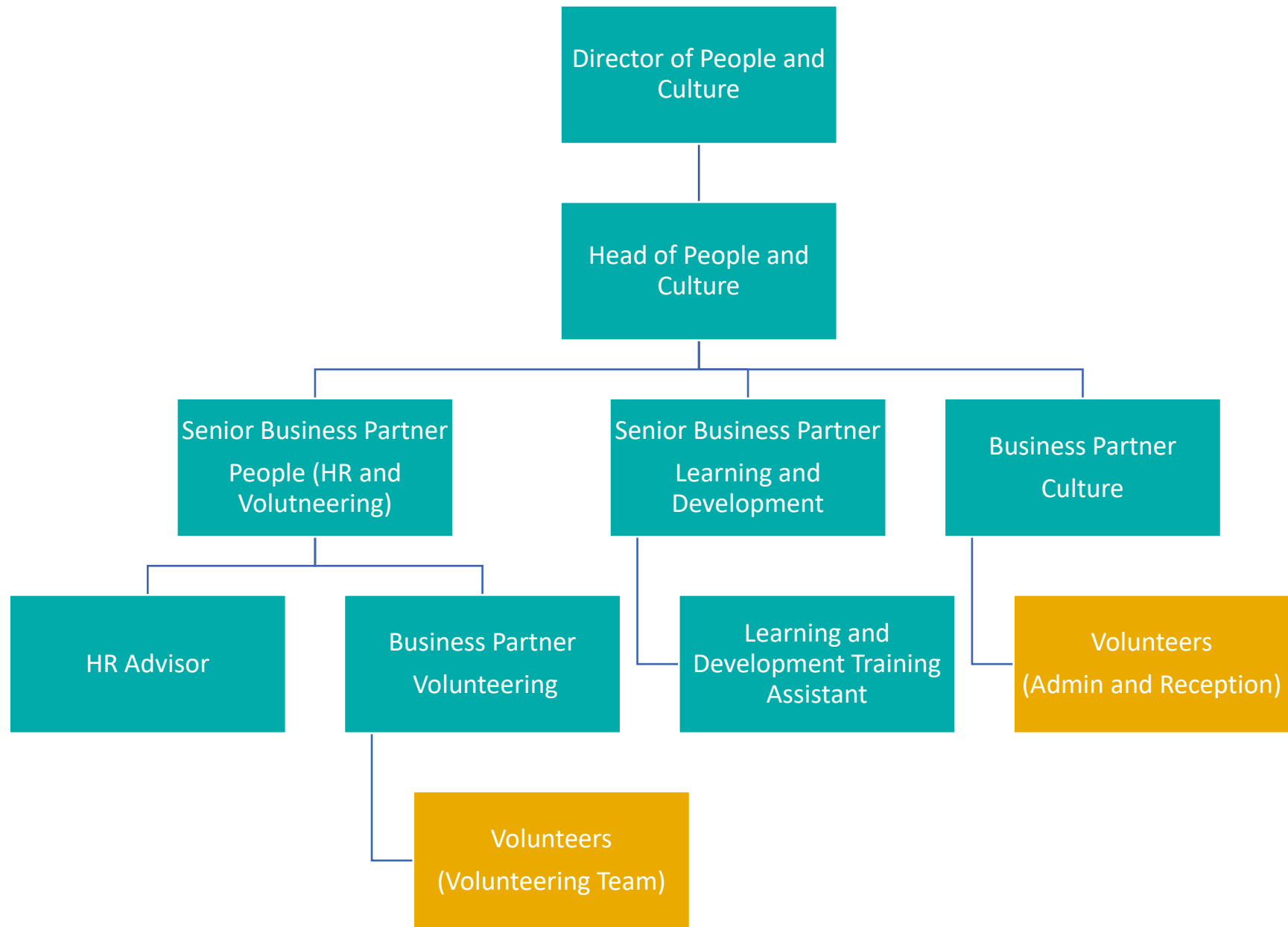
The People and Culture Directorate

The People and Culture team is close-knit and collaborative encompassing HR, Volunteering, Culture and Learning & Development – with all the associated elements (payroll, recruitment, mandatory training, policies and procedures, professional development, people management – and much more!).

We have recently implemented a new and dynamic HR system (People First), which will support the post holder in a number of their workstreams and deliverables. We work hard to ensure everyone at the Trust has a positive experience, with a strong culture, clear expectations, professional processes and procedures to support, and the required training and development to deliver their roles and grow in their career with us. The team is innovative, creative, and high performing and we all work flexibly.

We are an engaging team of individuals, curious, questioning, explorative; we love to introduce innovations and new ways of working and seek solutions to improve the working experience – for ourselves in the People and Culture team and for others. We are communicators – we like to talk, to share, to engage and to embrace diversity of thinking.







Abbotts Hall, Great Wigborough, Colchester

Job Description

1. Provide HR advice, support and guidance to staff, reflecting best practice and the Trust's culture, on all people-related matters including (but not limited to):

- pay issues and queries on employee contracts/terms
- policies, procedures and processes
- day to day people management

2. Support managers and the Senior Business Partner – People on employee relations processes and casework. e.g. maternity leave management, absence management, grievance management, flexible working requests, right to work applications.

3. Be responsible for working with stakeholders in their recruitment and selection requirements, including, but not limited to, writing and reviewing job packs and adverts, arranging interviews, and all interview-related activities.

4. Supporting onboarding of new staff, including preparation of offer letters, appointment letters and contracts of employment.

5. Responsible for obtaining pre-employment checks for both standard recruitment and safer recruitment positions.

6. To ensure changes during the employee lifecycle (DBS renewals, annual leave adjustments, preparing letters and revised contract changes) are processed, including responsible for following up on new staff probation periods, internal move review periods, and those approaching the end of their fixed-term contract arrangements.

7. To support the Senior Business Partner - People in preparing and checking the monthly payroll. The post holder will be responsible for ensuring overtime and casual working hours are processed correctly and a report is ready for processing via integrated payroll system.
8. To ensure the HR folders and personnel files are up-to-date and accurately recorded.
9. To be the HRIS expert, and ensure the HRIS is maintained accurately and up to date, with particular reference to post, pay and payments for payroll.
10. To be responsible for maintaining the HR and jobs email mailboxes, responding to queries promptly and professionally.
11. Responsible for ordering and issuing staff logo clothing, and working with the Business Partner – Volunteering for logo clothing for volunteers.
12. To own and drive the maintenance and development of the People Hub HR pages, ensuring HR-related information for staff and managers is simple, effective and easy to understand.
13. Work collaboratively with the People & Culture team, across all functions to support where required, including providing Reception cover, along with the wider People and Culture team.
14. Any other reasonably requested duties as requested.



Person Specification

- Prior experience of working in an HR advisory role.
- Hold a minimum of Level 3 CIPD qualification, or an equivalent qualification or working towards (desirable), with an interest in continuing a career pathway in HR.
- Has demonstrable HR transactional experience.
- Had demonstrable experience in managing HR casework.
- Good technical HR and employment law knowledge.
- Experience of using HR systems.
- Experience of preparing and checking a monthly payroll (desirable).
- Excellent ICT skills (Microsoft Office Suite including Teams).
- A team player with a 'can-do', solutions-focussed approach.
- Self-motivated with a focus on providing an excellent customer experience.
- Strong organisational skills.
- Able to work under pressure and to strict deadlines.
- Able to communicate and collaborative effectively to a wide range of stakeholders.
- Commitment to data protection and working confidentiality.
- Uphold the Trusts' values of Inspiring, Collaborative, United and Professional.
- Knowledge and experience of safer recruitment (desirable).

Additional Information

- The role may involve some evening and weekend working.
- The role requires an interest in working for a charity that is committed to protecting wildlife for the future and for the people of Essex.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.



Terms

This role is a permanent position working 37.5 hours per week (Monday to Friday from 9:00am to 5:00pm).

The salary for this post is £30,000 per annum and is based at our Head Office location at the beautiful Abbots Hall in Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements and further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme (3% from employees), staff social days, peer nominated Merit scheme and discounts in our Nature Discovery Centres.

How to Apply

To make an application, please complete an online application form on our website by 9am on Monday 31 March 2025. Interviews will be held the weeks commencing 7 and 14 April 2025 at Abbots Hall.

Thank you for your interest in this position and I look forward to receiving your application.

Helena Beattie, Head of People and Culture

