



L'ARCHE LONDON: JOB VACANCY HR CO-ORDINATOR

Working hours: Part-time, 32 hours weekly with the scope to decrease or increase

Salary: Permanent pro-rata £25,000-£26,000 (or £20,000 - £20,800 per annum)

Based in South East London. Closing date: **Midnight, Wednesday, 13 December 2017**

Can you share our passion for ensuring people with disabilities live fulfilled lives? Do you want to help lead a community that really tries to value people for who they are *and* what they can do?

L'Arche London is more than just a service provider, we're a community of people with and without learning disabilities. We're part of an international federation which started in France. We provide registered care, supported housing and specialist day services – helping around 35 people with sometimes complex learning disabilities live great lives.

We're now looking for a HR Co-ordinator to join our leadership team. The success of our Community largely depends on the quality of our paid employees and volunteers. You will have a critical role managing our HR systems and processes but equally important will be the support you can provide to help create a structure that can value and support our incredible team.

You will be joining at an exciting time, we're working on a plan to re-energise what we do. Our aim is to provide a place of belonging, to help people with learning disabilities live independent yet connected lives. You will be a key part of the way we develop and shape this future. It will certainly involve building on our existing quality and on the unique faith-based values of L'Arche. It could also mean growing the numbers of people we support and employ.

We're looking for a person with knowledge and experience of working in HR but equally important is an enthusiasm for our values and the ability to engage and inspire others.

Applicants are asked to send a CV and a letter of around two sides of A4, providing evidence of how you feel you meet the person specification for this role. The closing date is Midnight, Wednesday, 13 December 2017 and interviews will be held on 19th and 21st December 2017. Applications should be sent to recruitment.london@larche.org.uk

You can see just some of what we do on our website (www.larchelondon.org.uk), and if you would like to hear more in advance of applying, you contact our Community Leader and Director, George O'Neill on George.oneill@larche.org.uk

L'ARCHE LONDON JOB DESCRIPTION

Job Title:	HR Co-ordinator
Employer:	L'Arche UK
Location:	It is expected you will work mainly at the main L'Arche London offices on Norwood High Street, but on occasion you may be required to work elsewhere in L'Arche London.
Hours of work:	32 hours per week (with the scope to increase or decrease). On occasions some out of hours work may be necessary, for which time off in lieu is normally available
Reports to:	Community Leader and Director

Overall purpose of the job:

The primary focus of the HR Co-ordinator is to manage the HR function within the L'Arche London Community. S/he will have a critical role in the recruitment and retention of a valued group of assistants. It is up to the post holder to review and agree the best allocation of tasks to ensure the co-ordination and continuity of service but it is likely to involve:

- Managing the recruitment process for new assistants from enquiry through to appointment
- Ensuring all HR systems and records are kept accurately up to date to meet regulatory and L'Arche requirements
- Supporting managers to lead their teams through the provision of timely and accurate HR advice and support
- Playing an integral part in the leadership of L'Arche London, helping shape its future development
- Working with other colleagues with similar roles in other UK L'Arche communities to develop best practice and streamline processes.

It is vital that the post holder is enthusiastic about L'Arche, its mission and ethos and is able to confidently help assistants feel valued and supported by the Community.

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible whilst using this as a framework.

The post holder will be supported by:

- *An HR Officer, providing administration support on a part-time basis of 16 hours per week*
- *Access to a professional HR advice line supported by Peninsula Business Services*
- *Support from a member of the L'Arche UK team who has a role to develop HR policies and advices on Visa issues*
- *Peer support from those responsible for HR in other L'Arche communities*

1. Managing all recruitment processes:

- Liaison with the co-ordinating team to understand staffing requirements
- Researching, advertising opportunities and placing adverts
- Replying to enquiries in an enthusiastic and courteous manner
- Organising interviews
- Manage all employment checks including references, immigration matters and DBS applications
- Oversee the welcome of new assistants to the Community.

2. Help ensure new assistants are effectively inducted into L'Arche:

- Agreeing starting salaries and terms of conditions in liaison with relevant managers
- Issuing letters of appointment, contracts and related policies
- Managing the arrival of new assistants, ensuring plans are put in place by relevant manager
- Meeting new assistants to secure information for payroll purposes.
- Setting up IT access for new starters.

3. Ensuring systems and processes are kept up to date in line with regulatory requirements:

- Applying for DBS checks for new starters and renewing these as necessary
- Applying for new and renewed Tier 5 visas and ensuring all visa conditions are adhered to
- Ensuring personnel records for each employee are maintained to meet CQC inspection requirements etc.
- Monitoring vacancies, leave, sickness and retention data, reporting this to relevant committees
- Supporting managers to undertake processes associated with discipline, conduct & competency issues.
- Ensuring that current employment, equal opportunities and data protection legislation and good practice are consistently applied across the Community. Reviewing and updating policies as appropriate in liaison with L'Arche UK.

4. Managing London Community's payroll systems:

Co-ordinating the submission of accurate and timely payroll information to the National Finance team who administer the payment of salaries. This involves:

- Receiving monthly timesheets and collating them
- Keeping accurate records of increments, property deposits, loans, salary advances, periods of unpaid leave for renewing visa, maternity leave, sickness and any other changes
- Advising employees when their salary changes due to any of the above.

5. Support the development of L'Arche in London and the UK

- Contributing to the development of good practice in L'Arche UK by attending meetings with people who hold similar roles in other communities and contributing to consultations and discussions.
- Play an active role in L'Arche London's leadership team, helping it develop and implement a common vision
- Helping with wider Community events and faith activities for those who choose it
- Helping with processes to engage assistants in the future development of our Community.

6. Supporting the recruitment and management of an active volunteer team:

- Maintaining an overview of volunteering opportunities
- Managing the recruitment process and replying to enquiries
- Ensuring potential volunteers are met by the best person and roles identified
- Applying for DBS checks where necessary and maintaining records.

7. Other responsibilities as the needs of the Community require.

PERSON SPECIFICATION

Experience, Knowledge and Understanding (essential)

1. Experience of working in HR, including staff recruitment, record keeping, supporting managers to implement policies, and responding to queries from staff. (essential).
2. Knowledge of legal requirements and good practice in employment issues (essential).
3. Demonstrable interest and enthusiasm for the purpose of L'Arche and empathy with values and current strategy (essential).
4. Experience of working with volunteers, or with an organisation supporting people with learning disabilities (desirable).
5. Degree/Human Resource Qualification or CIPD (desirable).

Skills and Abilities

6. Ability to design and adapt systems to ensure that we meet legal requirements and good practice requirements in employment, drawing on material from a range of sources including L'Arche UK.
7. Ability to manage the HR officer and plan their workload to ensure co-ordination and continuity between the two posts.
8. Good communication skills, both written and verbal, and the ability to build working relationships with service co-ordinators, the national finance office, and others within L'Arche.
9. Ability to work on own initiative and develop new ideas for recruitment of staff and volunteers.
10. Numeracy and attention to detail with experience in Excel and the ability to manage a payroll.
11. Excellent time management skills and the ability to manage competing demands.

Personal Qualities

12. Trustworthy with the ability to deal with money and access to IT systems.
13. Approachable and encouraging of others with the ability to secure the trust of staff, colleagues and potential applicants.
14. Confident in your own abilities to handle confidential information and offer advice on sensitive issues including disciplinary and grievance, underperformance and absences.
15. Demonstrable enthusiasm and interest in the purpose of L'Arche and empathy with our values and current strategy.
16. Open to holding a leadership position within a Christian Community, combined with the capacity to encourage others in their spiritual development through whatever route they choose. (L'Arche is a Christian Community but works with people from different and no faith).

TERMS AND CONDITIONS:

For full term and conditions please see the L'Arche contract:

- Total working hours are 32 hours per week but there may be scope to increase or decrease the number of working hours through negotiation.
- There is no payment for overtime. Time off in lieu will be given when circumstances require the post-holder to work extra hours
- The pro rata salary is initially, in the first year of £25,000 rising to £26,000 after a successful completion of the first 12 months. (i.e. £20,000 for a 32 hour week rising to £20,800)
- The post is subject to a probationary period of 6 months and an annual appraisal in line with Community policy.
- An enhanced DBS check will be needed for this post.



ABOUT L'ARCHE:

In a world that values winning and coming first L'Arche Communities are places where people can discover who they are not just what they can do.

There are 12 L'Arche Communities in the UK where people with and without learning disabilities share life together, living and/or working in community. All are part of the International Federation of L'Arche which was founded by Templeton Laureate Jean Vanier.

Although grounded in the Christian tradition, L'Arche Communities welcome people of all faiths and none: our vision is a world where all belong.

Each Community is very different and like other support providers we are regulated to ensure a high quality of provision.

For more information about L'Arche go to: www.larche.org.uk.

ABOUT L'ARCHE IN LONDON:

L'Arche London is a community of more than 100 people with and without learning disabilities. We have been based in West Norwood in South London since 1977.

We provide registered care, supported housing and specialist day services to help people with disabilities live

fulfilled lives. We are regulated by the Care Quality Commission and are one of Lambeth's approved providers for care for adults with learning disabilities.

Based in West Norwood in South East London, we work, celebrate and some of us live together. We give time to practical, emotional and spiritual needs. Some of our team have been with L'Arche for over 30 years and we're committed to far more than service provision.

We aim to:

- Value each individual, ensuring that we see people with disabilities having as much to give as to receive
- Create a sense of belonging, not just to L'Arche but to the wider community and beyond that the world
- Be open to people's own spiritual needs, enabling them to draw on the resources that can provide

What makes L'Arche different is the attention we pay to building relationships and a sense of belonging. In L'Arche we celebrate people with learning disabilities and build circles of support around them. We go beyond basic needs to attend to people's emotional and spiritual lives. Communities around the world share this common philosophy and approach while reflecting the ethnic, cultural and religious composition of the areas in which they exist.

There is an employed staff team of around 70. Many are drawn to L'Arche with some kind of sense of vocation. The jobs we all do can be challenging but highly rewarding. It is vital that the post holder is able to support the Community as it seeks to value the contribution of everyone who is part of the Community.

USEFUL LINKS:

L'Arche London: www.larchelondon.org.uk

L'Arche London Facebook: www.facebook.com/larchelondonuk/

L'Arche London Garden Facebook: www.facebook.com/LArcheGardenProjectLondonUK/

L'Arche London Twitter: [@LArcheLondon_uk](https://twitter.com/LArcheLondon_uk)

L'Arche International: www.larche.org L'Arche UK: www.larche.org.uk

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