



HR and Office Manager
£32,000- £45,000 pa
London, UK

Global Partners Governance (GPG) works with political institutions around the world to promote representative politics and effective governance. Our work supports politicians, ministers, and officials in some of the world's most complex political environments to develop and manage the process of change in their institutions.

To support our work, we are recruiting an outstanding candidate to provide effective and efficient HR and office management support to the GPG team in the UK and overseas. The role sits within the Operations Team and reports to the Head of Operations. The postholder will manage the overall HR processes and provide administrative support to our staff and work closely with our project and associate teams.

Role and tasks

- Providing human resource (HR) management oversight and ensuring policies, procedures and systems are in place around recruitment, onboarding, and performance.
- Responsible for providing the first line of advice and support to all co-workers on HR and office related matters and managing employment relation cases from beginning to end.
- Overseeing the day-to-day operations of the GPG office and facilities, including liaising with suppliers
- Supporting GPG's senior management and governance with executive assistance and diary management, scheduling, and minuting key important meetings
- Ensuring GPG's compliance with key legal and regulatory requirements, including cyber-security, GDPR, occupational health and safety and labour laws.
- Working as part of a wider Operations Team to provide support where required, including around financial management, events, and marketing.

Person specification

Essential:

- Previous experience in HR and office management, including providing accurate advice, guidance, and support to employers on a variety of HR policies and procedures.
- Excellent communication and interpersonal skills, ability to communicate effectively and to work collaboratively as part of a dynamic international team.
- Good organisational and time management skills.
- Familiarity with office organisation and management.
- Understanding of labour law and HR best practices.
- High degree of multi-tasking and time management capability.
- Excellent active listening, negotiation and presentation skills.
- A high level of discretion and confidentiality.
- Willingness to undertake routine tasks.

Desirable:

- CIPD (Chartered Institute of Personnel and Development) qualification
- Degree in Human Resources or related field
- An understanding and some experience of working in the international development sector

How to apply

Please send the following to recruitment@gpgovernance.net. The subject line of your email should be "Application HR and Office Manager 24 YOUR NAME"

1. CV (max 2-page). The filename of your CV should be "HR and Office Manager 24 CV" (required)
2. Short cover letter, stating why you feel that you are well suited to this position. The filename of your cover letter should be "HR and Office Manager 24 YOUR NAME cover." (required)
3. Equal Opportunities Monitoring Form (optional)

If you have any queries regarding this position, please email recruitment@gpgovernance.net.

For more information on Global Partners Governance, please visit www.gpgovernance.net

Terms and conditions

- **Deadline for applications:** 25th February 2024
- **Length of contract:** Permanent
- **Working hours:** full-time, 37.5 hours per week

Global Partners Governance is committed to improving the diversity of our workforce through the attraction, retention, and development of a diverse range of talented people, and particularly welcome applications from underrepresented groups.